

Chapter 9 - HQ Functions

SITES



Create a Site Master

LOGISTICS > RETAILING → MASTER DATA → SITE DATA → SITE → CREATE

Transaction Code: **WB01**

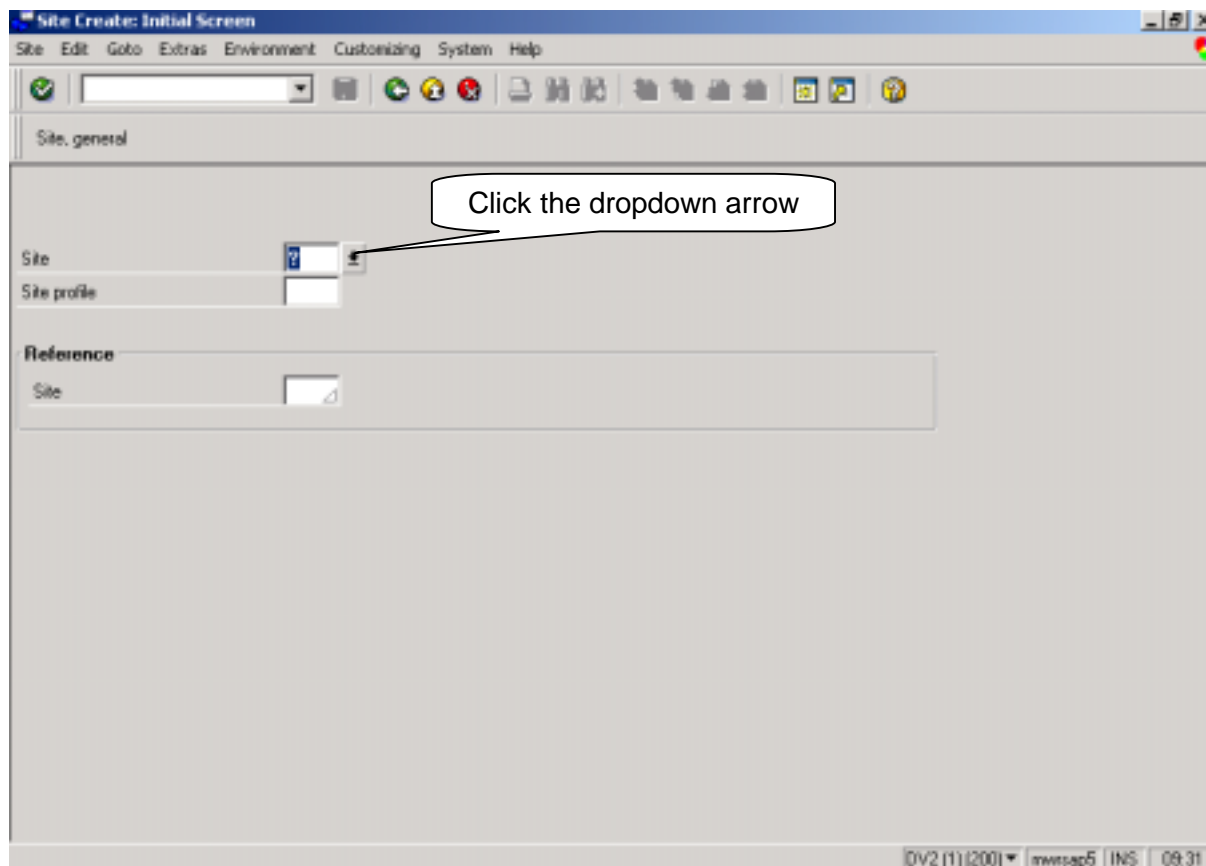
On the screen titled “Site Create: Initial Screen”, enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values
Site	Site Number	R	Enter Site Number. See the Note on the next page.
Site profile	Site profile	R	Enter 0110

Site	Reference Site	R	Reference site of company code the new site belongs to
-------------	----------------	---	--

NOTE: The site number will be the next available site number, other than the listed Reference Site numbers. To find the next available number, do the following:

1. Click the dropdown arrow in the Site field
2. Click the green check mark in the Search box
3. Click the word "Site" on the last column of the possible entries box to sort the site numbers in ascending order.
4. Scroll down to the end of the list.
5. Locate the last Site Number, other than the Reference Site numbers.
6. Determine the next number in the sequence.
7. Click the X to cancel and return to the Site Create: Initial Screen.
8. Be sure to use 4 digits. For example, if the next number is 400, enter 0400 into the Site field.
9. The following screen prints show an example.



Restrict Value Range

A: Sites, general B: Sites in distribution chain C: Sites for site profile D: Find via customer

Search term:

Postal code:

Street:

Name:

Site cat.:

Site:

Restrict number to: Restriction:

Click the green check mark.

☒ ☐ ☐

Click the "Site" column label to sort in ascending order.

SearchTerm	PostalCode	Street	Name 1	Site
			RED AL'S	A 1178
			ENLISTED CLUB LEGENDS	A 0128
			ENLISTED CLUB WINNERS/LAS	A 0148
			GSA-MARKETING-SPECIAL EVE	A 0147
			HEALTH CLUB	A 0188
			JAVA HUT	A 0382
			KICK START KART	A 0144
			MAINTENANCE SHED	A 0141
			MOCA MOTION	A 0381
			OFFICER'S CLUB KHART 1287	A 0140
			OUTBACK SSP	A 0146
			REF. SITE NAVY FLYING CL	A 0150
			REF. SITE NAVY FLYING CL	A 9509
			REFERENCE SITE FOR JAGS U	A 9510
			REFERENCE SITE FOR NAVAL	A 9504
			REFERENCE SITE FOR UQ KIN	A 9508
			REFERENCE SITE FOR UQ MAY	A 9506
			REFERENCE SITE FOR UQ SEA	A 9505
			SEATTLE PASSAGE PARLOR	A 9502
			NAUSTA HAYPORT-FLORIDA	A 0380
			NS BRECHTON	A 0860
			SUBSEA BANGOR	A 0860
			UNIDOEY	A 0825
			MS KEYPORT	A 0825
	01547	NAVAL SUBMARINE BASE KING	SCHOOL AGE CARE SER BRENE	A 0280
	01547	NAVAL SUBMARINE BASE KING	GSA MARKETING-SPECIAL EVE	A 0155
			WADD SHOP	A 0118
			ALL HANDS CLUB	A 0885
			AUTO SKILLS CENTER	A 0873

Scroll to the bottom of the list. Look for the last number, other than the reference site numbers. Remember this number and choose the next consecutive available number. On this screen, 0303 is the last

When you have determined the number you will use, click the X

SearchTerm	PostalCode	Street	Name	Site
			CABINS & COTTAGES	A 0219
			ALING ALLEY	A 0220
			CHLOR HOUSING	A 0221
			WESTSOUND	A 0222
			EASTSOUND	A 0223
			NORTHSOUND	A 0224
			VAL HOSPITAL	A 0225
			THNESS CENTER	A 0226
			UY FLYING CLUB	A 0227
			NAVY FLYING CLUB	A 0228
			JACKSONVILLE CENTRAL WARE	A 0229
			BN-BANGOR	A 0230
			SEATTLE MASSAGE PARLOR	A 0300
			MAINTENANCE SHED	A 0301
			HEALTH CLUB	A 0302
			MAINTENANCE DEPARTMENT	A 0303
			A1	A 1176
REFERENCE			REFERENCE SITE FOT CC 103	A 9500
REFERENCE			REFERENCE SITE FOR HAUSTA	A 9501
REFERENCE			REFERENCE SITE FOR KINGS	A 9502
REFERENCE			REFERENCE SITE FOR SEATTL	A 9503
			REFERENCE SITE FOR JAX U	A 9504
			REFERENCE SITE FOR UQ MAY	A 9505
			REFERENCE SITE FOR UQ KIN	A 9506
			REFERENCE SITE FOR UQ SEA	A 9507
			REFERENCE SITE FOR NAVAL	A 9508
			F. SITE NAVY FLYING CL	A 9509

Enter the next available Site number here.

Now go to the Site Profile field.

Use the dropdown arrow to choose the appropriate profile.

In the Site Reference Site field, use the dropdown arrow to choose the appropriate Reference Site.

IT IS IMPERATIVE THAT YOU CHOOSE THE CORRECT REFERENCE SITE. IF AN INCORRECT REFERENCE SITE IS CHOSEN, THE SITE WILL BE CREATED INCORRECTLY.

To choose a reference site, use the dropdown arrow, and sort the columns according to Name. Scroll down to the Reference Sites, as shown below. Choose the appropriate reference site.

SearchTerm	Pos	Name 1	C	Site
HAYPORT	982	POOL	A	0162
	32228-0048	POOL	A	0043
	31547	PROPELLERS	A	0083
KINGS BAY	98345-7610	QUALITY OF LIFE SUPPORT D	A	0087
	31547	RACK N ROLL LANES	A	0080
	32212-5000	RECYCLING	A	0002
HAYPORT	98207-1700	RECYCLING	A	0187
	98278	RECYCLING	A	0156
	32228-0048	RECYCLING	A	0034
JACKSONVIL	98315	RECYCLING - BANGOR	A	0088
	31547	RECYCLING CENTER	A	0062
		REF. SITE NAVY FLYING CL	A	9509
RE		REF. SITE NAVY FLYING CL	A	9510
RE		REFERENCE SITE FOR JAX U	A	9504
RE		REFERENCE SITE FOR KINGS	A	9502
		REFERENCE SITE FOR NAVAL	A	9508
		REFERENCE SITE FOR NAUSTA	A	9501
		REFERENCE SITE FOR SEATTL	A	9503
		REFERENCE SITE FOR UQ KIN	A	9506
		REFERENCE SITE FOR UQ MAY	A	9505
		REFERENCE SITE FOR UQ SEA	A	9507
		REFERENCE SITE FOT CC 103	A	9500
REFERENCE	98207-1700	RESOURCE CENTER	A	0201
	98271	RESOURCE CENTER	A	0207
	98315	RESOURCE CENTER BANGOR	A	0119
	98314-5020	RESOURCE CENTER BREHERTON	A	0120
	98207-1700	RESOURCE CENTER	A	0190

Once you have entered the Site Number, Site Profile, and Reference Site number, click the Enter icon  or press Enter.

You will be taken to the Site Create: Site General screen.

All information on the Organization/Calendar tab should default in from the Reference Site, as shown in the table below.

Field Name	Description	R/O/C	User Action and Values
Company Code	Company Code	R	Default. This field should default from the reference site.
Purch. organization	Purchasing organization	R	Default, always 2000. This field should default from the reference site.
Sales organization	Sales organization	R	Default same as company code. This field should default from the reference site.
Distribution Channel	Distribution Channel	R	Default Always 01 This field should default from the reference site.
Division	Division	R	Default Always 01 This field should default from the reference site.
Calendar	Calendar	R	Default Always US This field should default from the reference site.
	All other fields which are on this screen are not used by MWR		LEAVE BLANK

Store Create: Site General

Site: **8004**

Organization/calendar | Address | Valuation/inv. mgmt | Listing/req. plng | Purchasing/Distribution | POS | Layout/blocks

Organizational data

Company code	8004	VQ NAS JACKSONVILLE
Purch. organization	2000	MWR Purchasing Org.
Sales organization	8004	NAS JAX VQ
Distribution channel	01	MWR Dist. Ch.
Division	01	Dummy
District		
Sales office		

Sales areas available

Calendar: **US** Factory calendar USA standard

DV2 (1) (200) | newspaper5 | INS | 09:59

Click the Address tab.

Enter the appropriate address information. The following fields are mandatory:

Field Name	Description	R/O/C	User Action and Values
Name	Name of site	R	Use a name that best describes the site
Country	Country	R	Always use US
Language	Language	R	Always use English

Click on the Valuation/inv. mgmnt tab

All needed information should default from the Reference Site, as shown below.

Retail (MM)

Store Create: Site General

Site: 0304 Glenn Eagle Golf Course

Tabs: Organization/calendar | Address | **Valuation/mv. mgmt** | Listing/req. plng | Purchasing/Distribution | POS | Layout/blocks

Valuation area: 0304

Valuation grp. code: MWR

Profile val based I/M:

☐ SalesPrice valuation

Revaluation profile:

SDrg retail price:

DistChl retail price:

☒ Neg. stocks allowed

☐ Batch status mgmt


Stock corr. tol.:

Sales area defns.: Sales area of supplying site (standard)

Status bar: D/2 (1) (200) | mvsap5 | INS | 10:18

Field Name	Description	R/O/C	User Action and Values
Valuation area	Site number	R	Defaults to site number
Valuation grouping code	Group name	R	Defaults to group name , Please check that a MWR site defaults to MWR, a VQ to VQ and a FC site to NFC.
Neg.Stock allowed	Allows negative stock balance in a site	R	Please check
	All other fields which are on this screen are not used by MWR		LEAVE BLANK



NOTE: At this point you have the option to either hit the save button  (because non of the default data has to be changed or is critical to be verified) or continue with the following screens. If you choose to continue, click the Listing/req plng tab. If you choose to save and skip the rest of the tabs on this screen, you will be taken to a Create Customer screen. Go to page X-14.

If you choose to continue through the remaining screens (See NOTE above), click the Listing/req plng tab.

If you skip the rest of the tabs on this screen, go to page X-14.

The screenshot shows a software window titled "Store Create: Site General". The menu bar includes "Site", "Edit", "Goto", "Extras", "Environment", "Customizing", "Systems", and "Help". Below the menu is a toolbar with various icons. A secondary menu bar contains "Departments", "Merchandise categories", "Receiving points", "Supplying sites", "Merchant ID", and "Customer". The main content area has a "Site" label with a dropdown menu showing "0304" and the text "Glenn Eagle Golf Course". Below this is a tabbed interface with tabs for "Organization/calendar", "Address", "Valuation/inv. mgmt", "Listing/req plng" (which is selected), "Purchasing/Distribution", "POS", and "Layout/blocks". The "Listing/req plng" tab contains two sections: "Listing" and "Requirements planning". The "Listing" section has a checked box for "Listing conditions." and three rows of settings: "ID subseq. listing" with a value of "2" and a "Subs. listing" label; "LP for stores" with a value of "B1" and a "Basic procedure: inv. gp. / assortment grade" label; and "Basic rule, listing" with an unchecked box and a "Can order everything, regardless of assortment assigned" label. The "Requirements planning" section has two unchecked checkboxes: "RP" and "SDP site". The status bar at the bottom right shows "[DV2(1)](200)", "newsp5", "INS", and "10:26".

Retail (MM)

The relevant fields will default in based on the Site Reference, as indicated below:

Field Name	Description	R/O/C	User Action and Values
Listing conditions	Listing Conditions	R	Defaults to a check mark
ID subseq. Listing	Subs. listing	R	Defaults to number 2
LP for stores	Basic procedure: material group/assortment grade	R	Defaults to B1
Requirements planning	Requirements planning	R	Defaults to a check mark
	All other fields which are on this screen are not used by MWR		LEAVE BLANK

Click the Purchasing/Distribution tab.

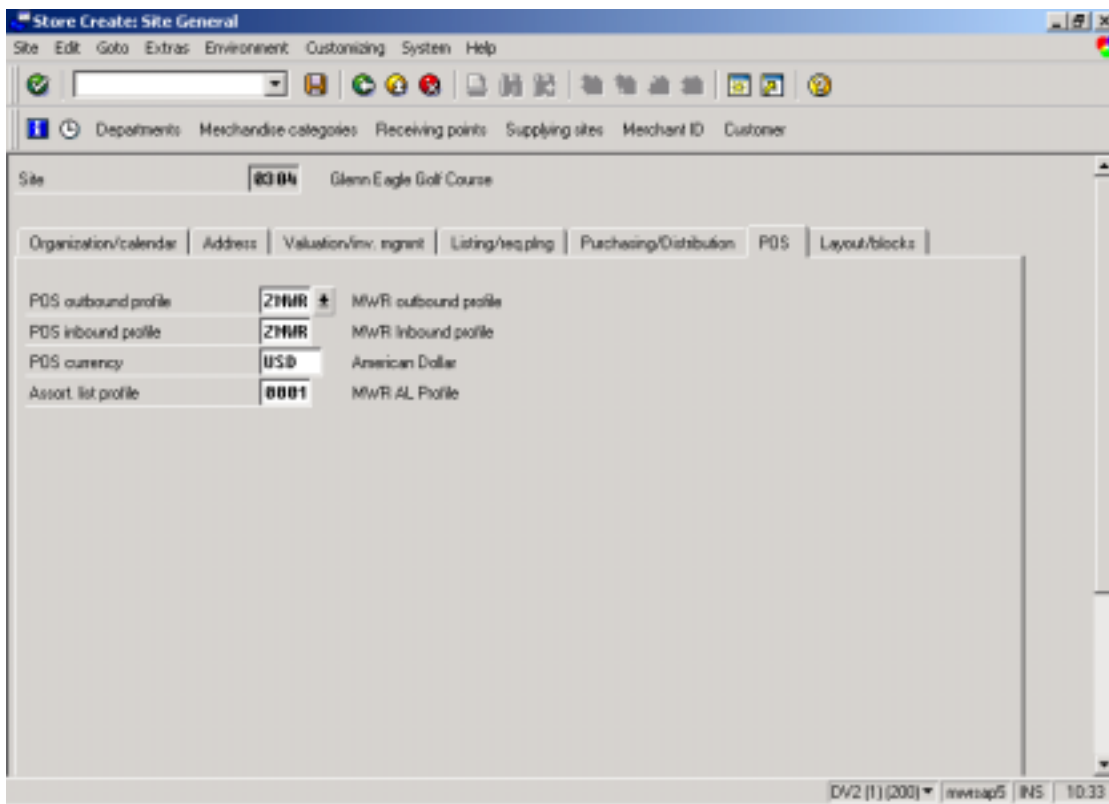
The screenshot shows a software window titled "Store Create: Site General". The window has a menu bar (Site, Edit, Goto, Extras, Environment, Customizing, System, Help) and a toolbar. Below the toolbar is a navigation bar with tabs: Departments, Merchandise categories, Receiving points, Supplying sites, Merchant ID, and Customer. The main content area is divided into several sections. The "Site" section shows "8384" and "Glenn Eagle Golf Course". Below this is a tabbed interface with tabs: Organization/calendar, Address, Valuation/inv. mgmt, Listing/req. plng, Purchasing/Distribution, POS, and Layout/blocks. The "Purchasing/Distribution" tab is active, showing a "Purchasing" section with the following fields: "Regular vendor" (checked), "Auto. purchase order" (checked), "Source list" (unchecked), "Cond. site level" (dropdown menu), "Supply region" (text field), "RDI required" (text field), and "Time increment" (text field). To the right of these fields is a label "Conditions allowed with and without site". The status bar at the bottom shows "D/2 (1) (200)", "mwsap5", "INS", and "10:30".

The relevant fields should be defaulted from the reference site, as shown below.

Field Name	Description	R/O/C	User Action and Values
Regular vendor	Regular vendor	R	Defaults to check mark

Auto. purchase order	Auto. Purchase order	R	Defaults to check mark
	All other fields which are on this screen are not used by MWR		LEAVE BLANK


Click the POS tab.



All relevant information should be defaulted from the Reference Site, as shown below:

Field Name	Description	R/O/C	User Action and Values
POS outbound profile	MWR outbound profile	R	Defaults to ZMWR
POS inbound profile	MWR inbound profile	R	Defaults to ZMWR

POS currency	American Dollar	R	Defaults to USD
Assort. list profile	SAP reference object	R	Defaults to 0001
	All other fields which are on this screen are not used by MWR		LEAVE BLANK

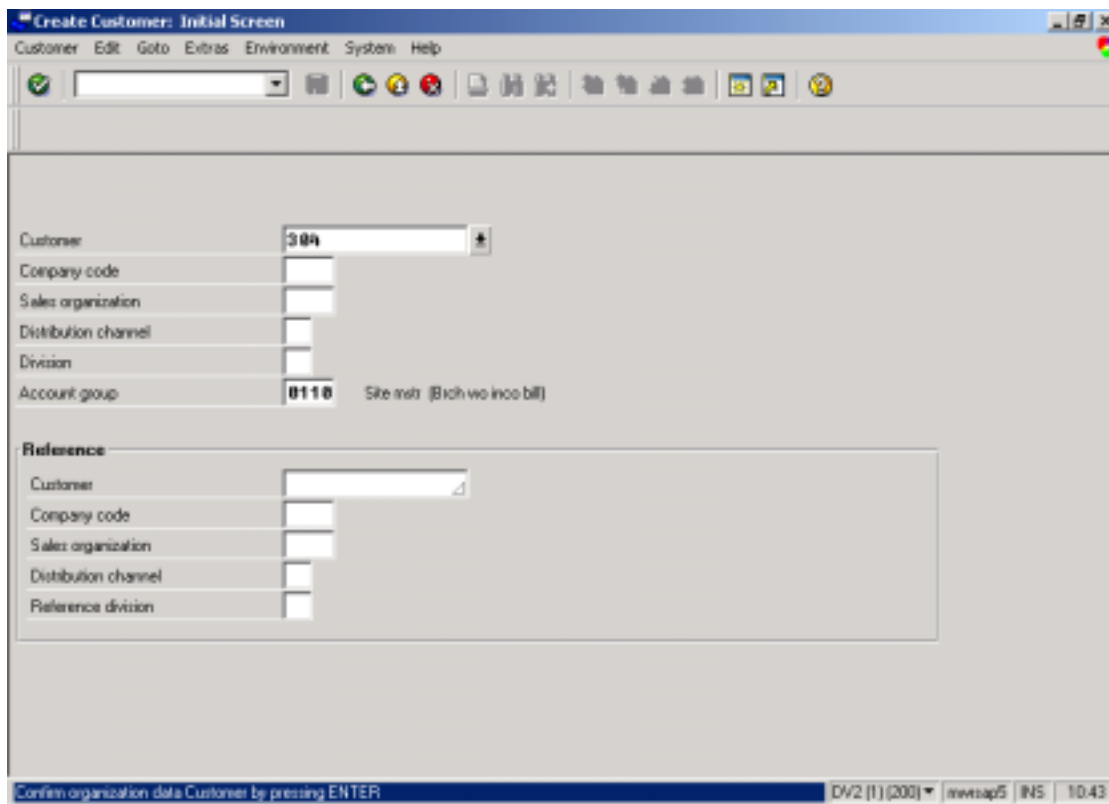
Click the Save icon . You will be taken to a Create Customer screen.

You must now create the site as a customer in SAP.



Create Site as a Customer

A site in SAP also needs to be created as a customer. The customer number has to be the same as the site number. The reason is that some functions in SAP (which we might not use immediately) require a customer master rather than a site master. In these functions a site acts as a customer.

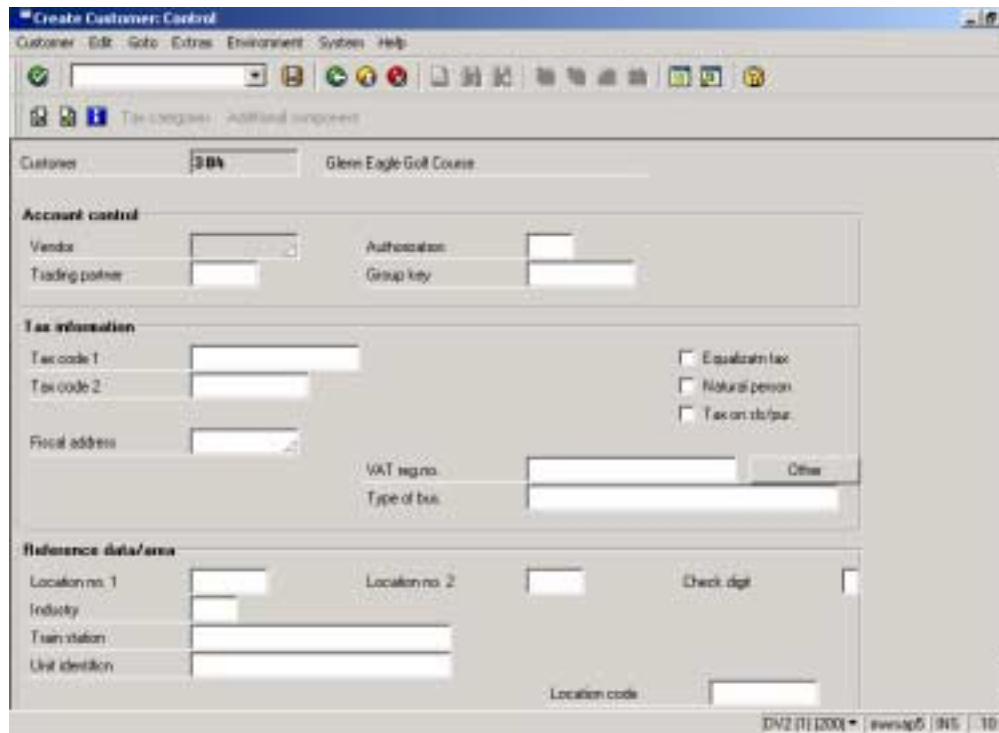


Enter information into the fields as indicated in the table below:

Field Name	Description	R/O/C	User Action and Values
Customer	Customer number	R	Defaults to site number
Company code	Company code	R	Enter in company code
Sales organization	Sales organization	R	Enter in company code
Distribution channel	Distribution channel	R	Enter 01
Division	Division	R	Enter 01
Account group	Site master	R	Defaults to 0110
Reference			Leave all reference fields blank
Customer	Customer	O	Leave blank

Click the Enter icon  or press Enter.

You will be taken to the Create Customer: Control screen.



THERE ARE **NO** REQUIRED FIELDS ON THIS SCREEN.

You may either Save at this point, or click the Enter icon to go to each of the subsequent screens.

IF	THEN
You choose to Save at this point	The system will jump to the only screen which has a required field. This is the Payment Transactions Accounting screen. Go to page X-20.
You choose to click the Enter icon	You will be taken to all subsequent screens in this action. See those screens below.

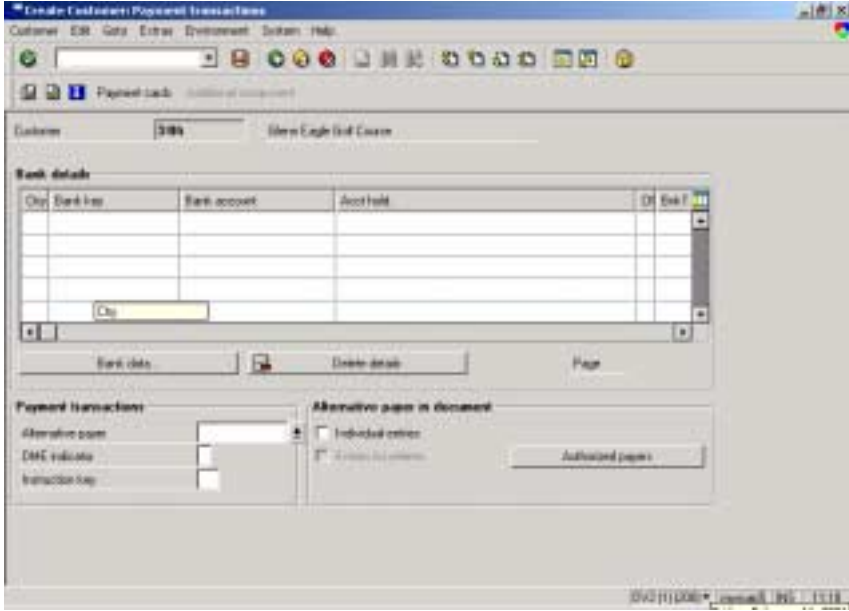
After clicking the Enter icon, you will be taken to the Create Customer: Marketing screen.

The screenshot shows the 'Create Customer: Marketing' window. At the top, the title bar reads 'Create Customer: Marketing'. Below it is a menu bar with 'Customer', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. A toolbar with various icons is positioned below the menu bar. The main content area displays a customer entry for 'Glenn Eagle Golf Course' with the ID '384'. The form is divided into several sections: 'Classification' with fields for 'Nielson ID', 'Customer class', 'Industry', 'Industry code 1', 'Regional market', 'Hier. assignment', and 'Add ind. codes'; 'Key figures' with fields for 'Annual sales', 'Employees', 'Flyear variant', and 'Year'; and 'Sales prospecting' with a 'Legal status' field. The status bar at the bottom indicates 'DV2 (1) (200)' and 'newsap5 | BMS | 11:15'.

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

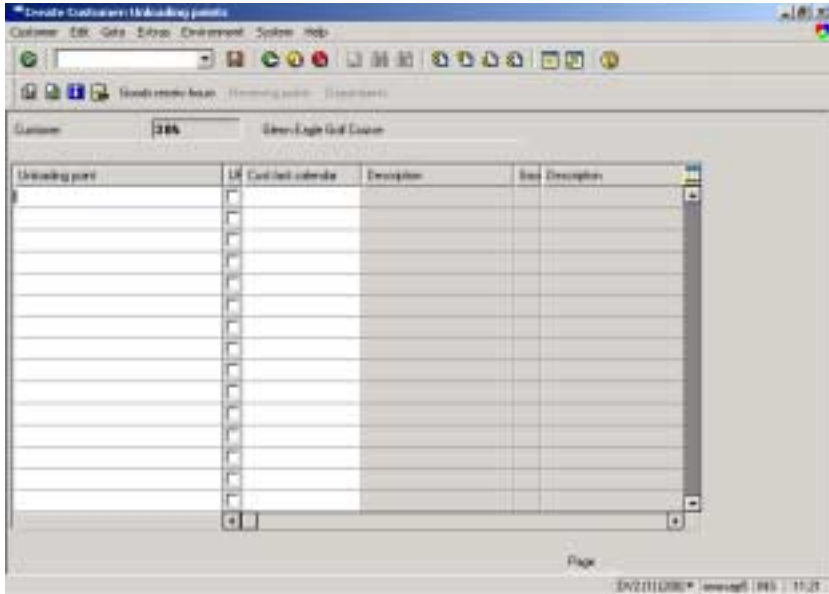
Click the Enter icon  or press Enter.

You will be taken to the Create Customer: Payment transactions screen.




Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Unloading Points screen.



THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.
You will be taken to the Create Customer: Foreign Trade screen.

Create Customer: Foreign trade

Customer Edit Goto Extras Environment System Help

Customer: 304 Glen Eagle Golf Course

Dty	TOD date	TOD	SDN date	SDN	Buyer date	Buyer

Page

Usage

☒ Mainly civilian usage

☐ Mainly military usage

Military category

☒ Biochemical warfare

☐ Nuclear nonproliferation

☐ National security

☐ Missile technology

ENV2 (11/2000) newcap5 INS 11:20

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Contact Person screen.


[illegible]

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Accounting Information Accounting Screen.

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will now be taken to the Create Customer: Payment Transactions Accounting Screen.

THIS IS THE ONLY SCREEN REQUIRING AN ENTRY IN THIS ACTION.

The screenshot shows a SAP window titled "Create Customer: Payment Transactions Accounting". The window has a menu bar with "Customer", "Edit", "Goto", "Extras", "Environment", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area contains several input fields and checkboxes. The "Customer" field is set to "304" and the "Company code" is "1034". The "Name" field is "Eagle Golf Course" and the "Address" is "MURRAS JACKSONVILLE". There are sections for "Payment data" and "Automatic payment transactions". The "Payment data" section includes fields for "Payment terms", "Taxation group", "Q. terms", "E. terms", "D. terms", and "Record print history". The "Automatic payment transactions" section includes fields for "Payment methods", "Payment block", "House bank", "Grouping key", "Print with sup.", "Next page", "Lockbox", and "Authorized payers". There are also checkboxes for "Individual print", "Clearing with vendor", "Print advice by EDI", and "DRI. print in document". The "Payment advice notes" section includes fields for "Print code conv." and "Selection rule". The status bar at the bottom shows "DA21012001" and "www.sap.com".

Enter an asterisk (*) in the Payment block field.

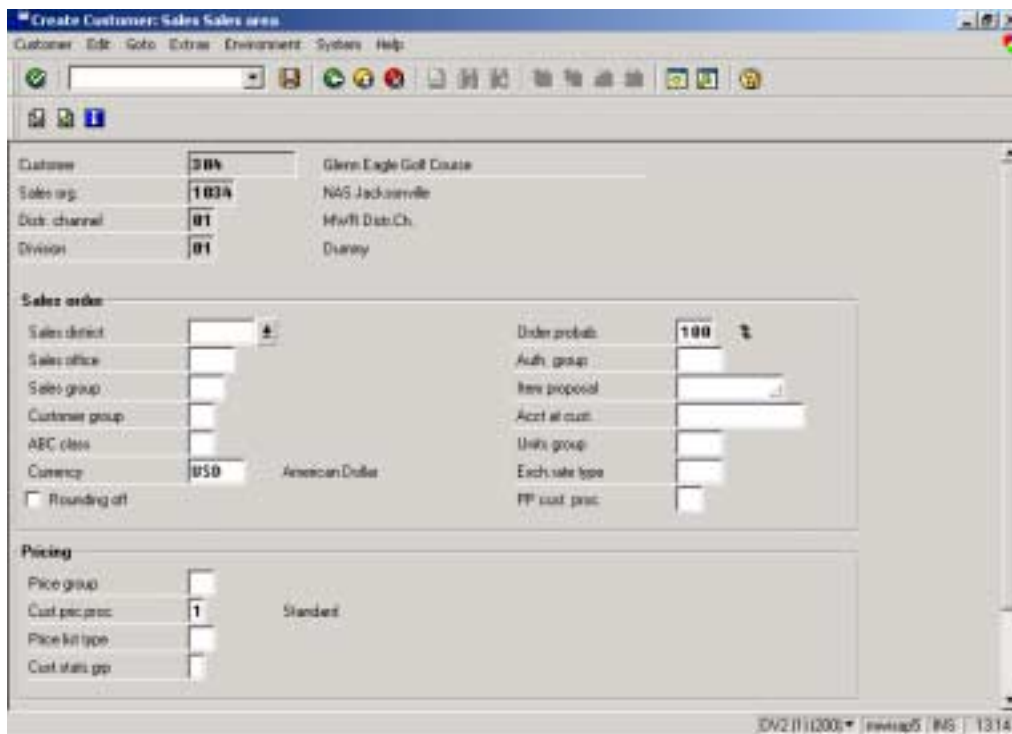
IF	THEN
You choose to save at this time.	You will be taken to the only screen which requires an entry. See page XXXX.
You choose to click the Enter icon or press Enter	You will be taken to each subsequent screen in this action. See those screens below.

Retail (MM)

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Sales Sales Area screen.



Create Customer: Sales Sales area

Customer: 305 Glenn Eagle Golf Course
Sales org.: 1034 NAG Jacksonville
Dist. channel: 01 Mv/R Dist.Ch.
Division: 01 Dunwo

Sales order:

Sales district: Order probab.: 100 %
Sales office: Auth. group:
Sales group: Item proposal:
Customer group: Acct. at cust.:
AFC class: Units group:
Currency: USD American Dollar Exch. rate type:
☐ Rounding off PP cust. proc.:

Pricing:

Price group: Standard
Cost proc. proc.: 1
Price list type:
Cost status grp:

DV2 (1) (200) 13:14

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Shipping Sales Area screen.

Create Customer: Shipping Sales area

Customer: 304 Glenn Eagle Golf Course
 Sales org.: 1034 NAS Jacksonville
 Distr. channel: 01 MWR Dist.Ch.
 Division: 01 Dunwoody

Shipping

Delivery priority:
 Shipping conditions:
 Delivering site:
☒ Order combination
☐ Relevant for POD

Partial deliveries

☐ Complete delivery
 Part.del./item: Partial delivery allowed
 Max.part.deliveries: 9
☐ Unlimited tol.
 Underdel. tol.:
 Overdeliv. tol.:

General transportation data

Unit identification:

DV2 (1) (200) | mvsap5 | INS | 13:14

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Billing Sales Area screen.

Create Customer: Billing Sales area

Customer: 384 Glenn Eagle Golf Course
Sales org.: 1834 NAS Jacksonville
Dist. channel: 01 MWR Dist. Ch.
Division: 01 Dunnoy

Billing

☐ SubstnProcess ☐ Rebates ☐ Price determin.
Invoicing dates:
Inv. list sched.:

Delivery and payment terms

Incoterms:
Payment terms: Paym. guar. proc.:
Cred. contr. area:

Accounting

Acct. Mngt.

Sales Tax

Tax classif.:

DV2 (1) (200) | mwsap5 | INS | 13.15

THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will be taken to the Create Customer: Partner Function Sales Area screen.

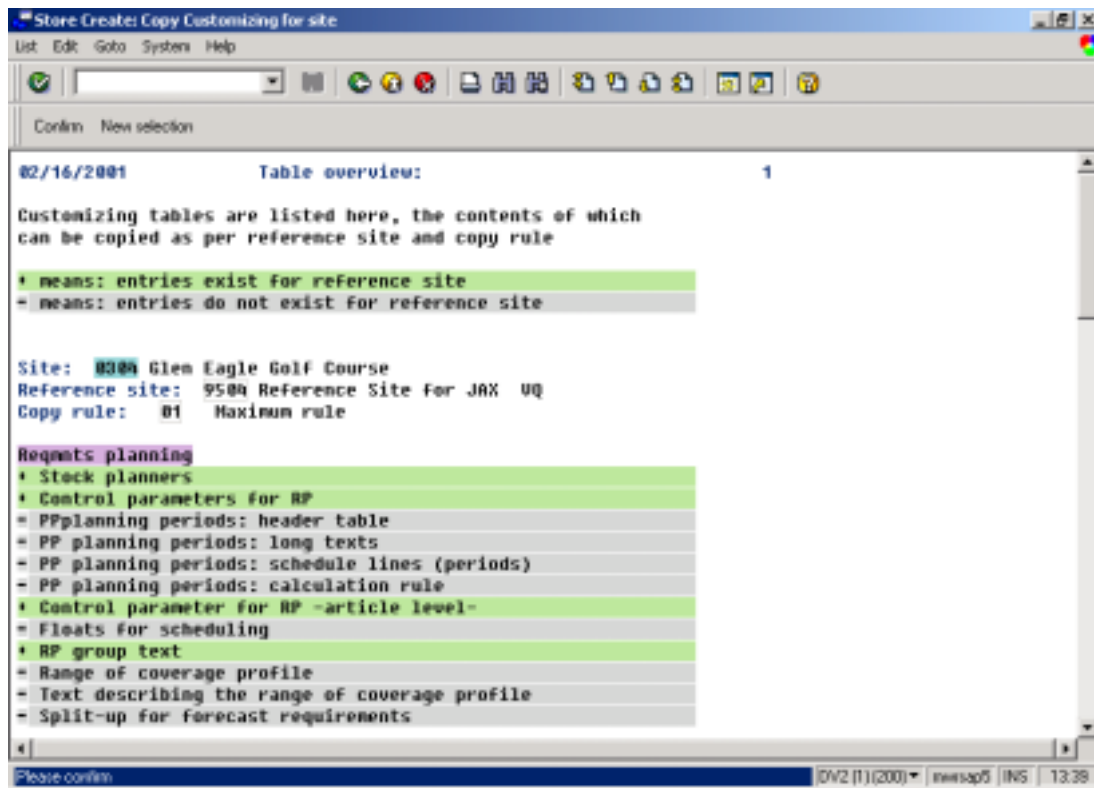
THERE ARE NO REQUIRED ENTRIES ON THIS SCREEN.

Click the Enter  icon or press Enter.

You will now see the following confirmation message.

ALWAYS ANSWER NO

You will now see a Table Overview screen.

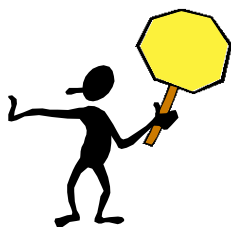


Click the Confirm button.

Confirm

You will get a confirmation message.

Site 0304 created



STOP! This completes the process for creating a Site Master.

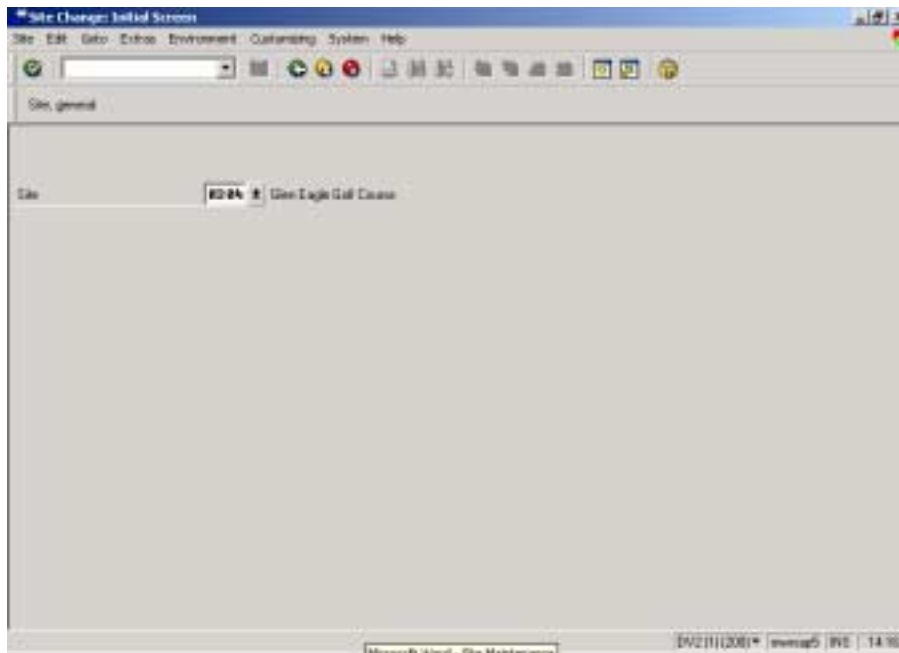


Change Site Master

LOGISTICS > RETAIL → MASTER DATA → SITE DATA → SITE → CHANGE

Transaction Code: **WB02**

At the screen labeled Site Change, Initial Screen, Enter the Site number, as indicated below:



Field Name	Description	R/O/C	User Action and Values
Site	Site Number	R	Enter Site Number

Click the Enter icon  or Press Enter

On the screen titled “Store Change: Site General”, enter the data as indicated in the table on the next page.

The screenshot shows the 'Store Change: Site General' dialog box in SAP. The 'Organizational data' tab is selected. The fields and their values are as follows:

Field	Value
Company code	0004
Purch. organization	2000
Sales organization	0004
Distribution channel	01
Division	01
District	
Sales office	
Calendar	US

The 'Factory calendar (USA standard)' is also indicated at the bottom.

Field Name	Description	R/O/C	User Action and Values
Company Code	Company Code	R	Default
Purch. organization	Purchasing organization	R	Default, always 2000
Sales organization	Sales organization	R	Default same as company code
Distribution Channel	Distribution Channel	R	Default Always 01
Division	Division	R	Default Always 01
Calendar	Calendar	R	Default Always US
	All other fields on this screen are not used by MWR		LEAVE BLANK

Click on the Address tab or other desired tab

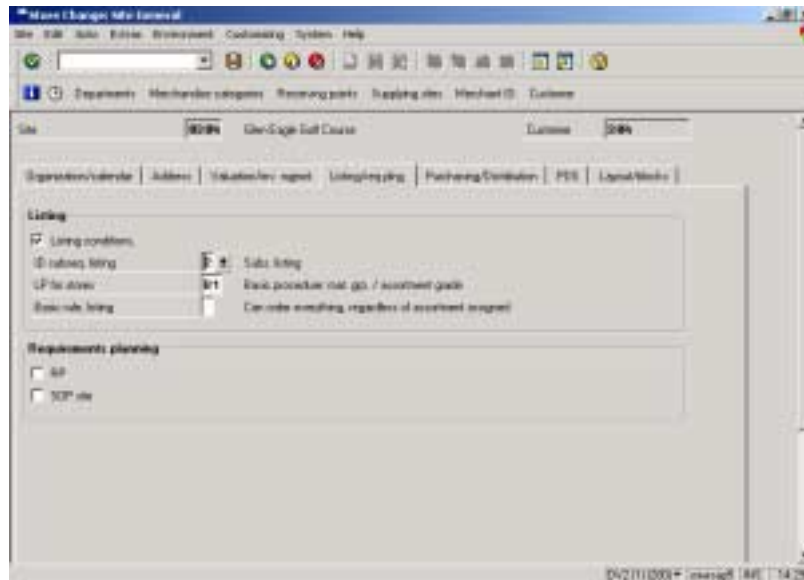
Make any necessary changes.

Click on the Valuation/inv. management or other desired tab.

Retail (MM)

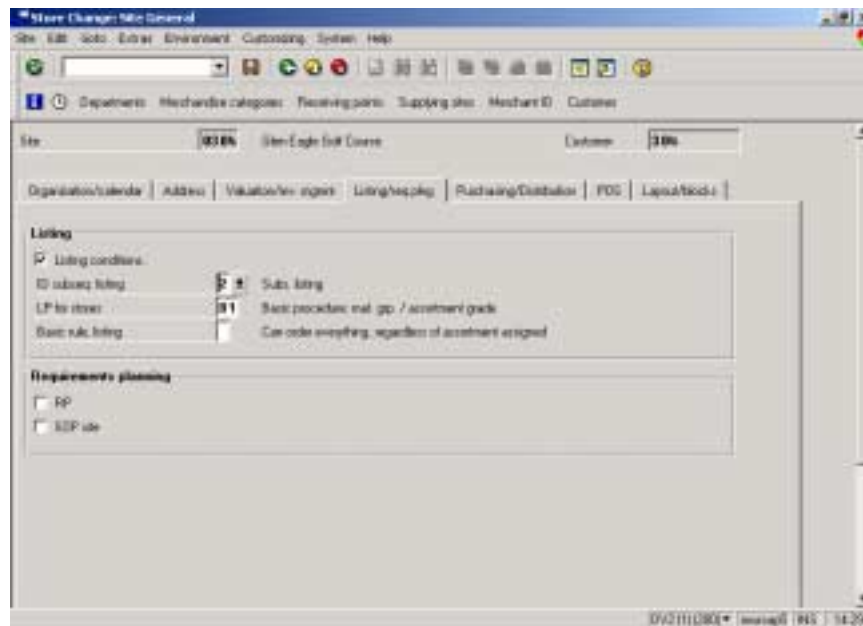
Make any necessary changes.

Click on the Listing/reqlng. or other desired tab.



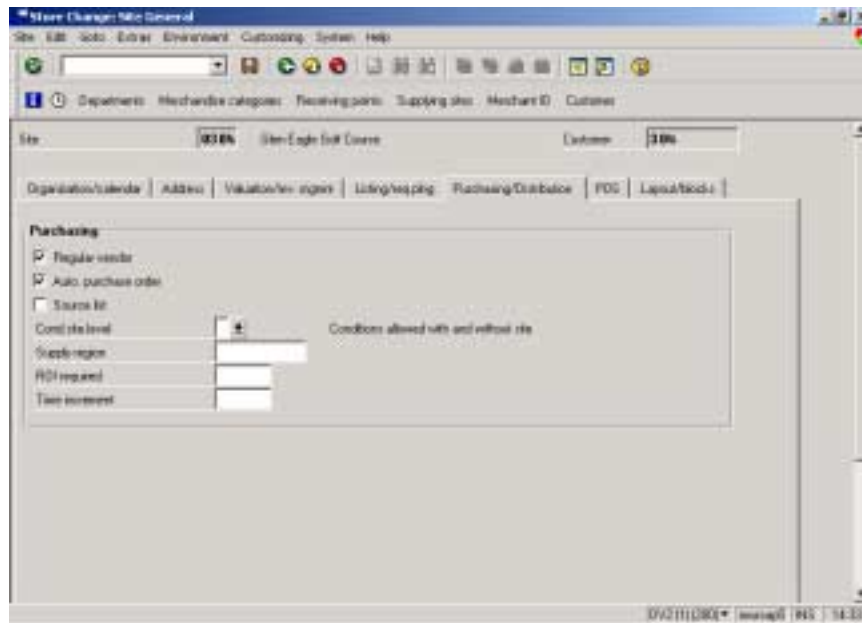
Make any necessary changes.

Click on the Purchasing/distribution or other desired tab.



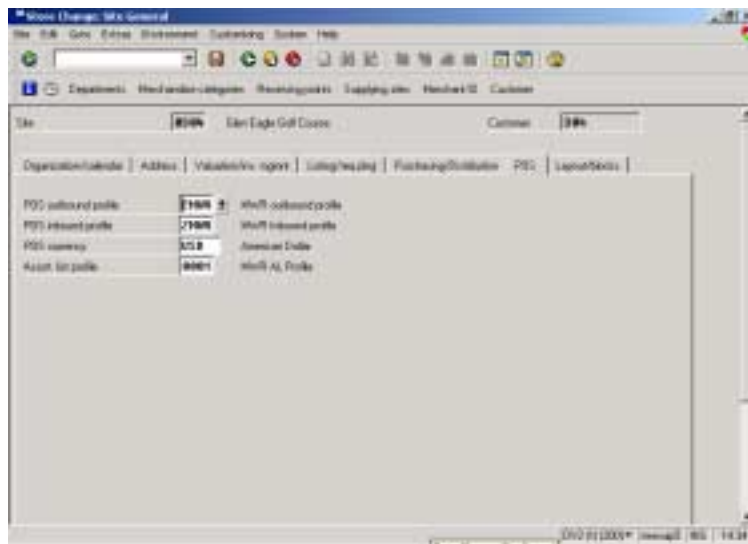
Make any necessary changes.

Click on the Valuation/inv. management or other desired tab.



Make any necessary changes.

Click on the POS or other desired tab.

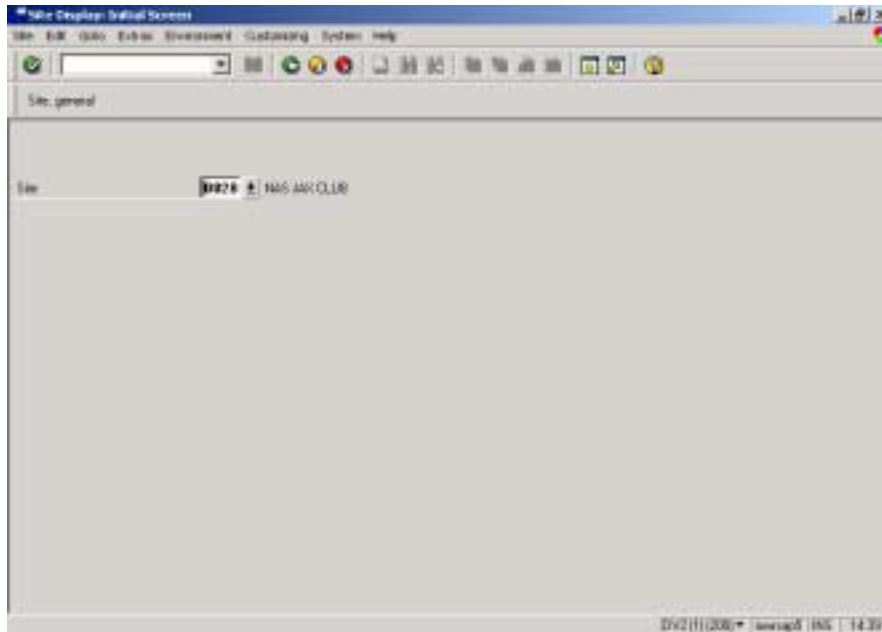


Click the Save  icon.

This concluded the procedure for Changing a Site Master.



Display Site Master



Organizational/Calendar

Store Display: Site General

Site: Edit Site: Extras: Environment: Customizing: System: Help

Departments: Merchandise categories: Receiving points: Supplying sites: Merchant ID: Customer:

Site: **8828** NAS JAX CLUB Customer: **28**

Organization/calendar: Address: Valuation/Inventory: Listing/Marketing: Purchasing/Distribution: POS: Layout/Blocks:

Organizational data:

Company code	1000	MuRi NAS JACKSONVILLE
Purch. organization	2000	MuRi Purchasing Org
Sales organization	1000	NAS Jacksonville
Distribution channel	01	MuRi Dist Ch
Division	01	Quarry
District		
Sales office		

Purch. org - site: Distribution chain - site: Sales areas available:

Calendar: **05** Factory calendar USA standard

CV2 (T) (200) * overview (HS) 14:28

Address

Store Display: Site General

Site: Edit Site: Extras: Environment: Customizing: System: Help

Departments: Merchandise categories: Receiving points: Supplying sites: Merchant ID: Customer:

Site: **8828** NAS JAX CLUB Customer: **28**

Organization/calendar: Address: Valuation/Inventory: Listing/Marketing: Purchasing/Distribution: POS: Layout/Blocks:

Address:

Title:

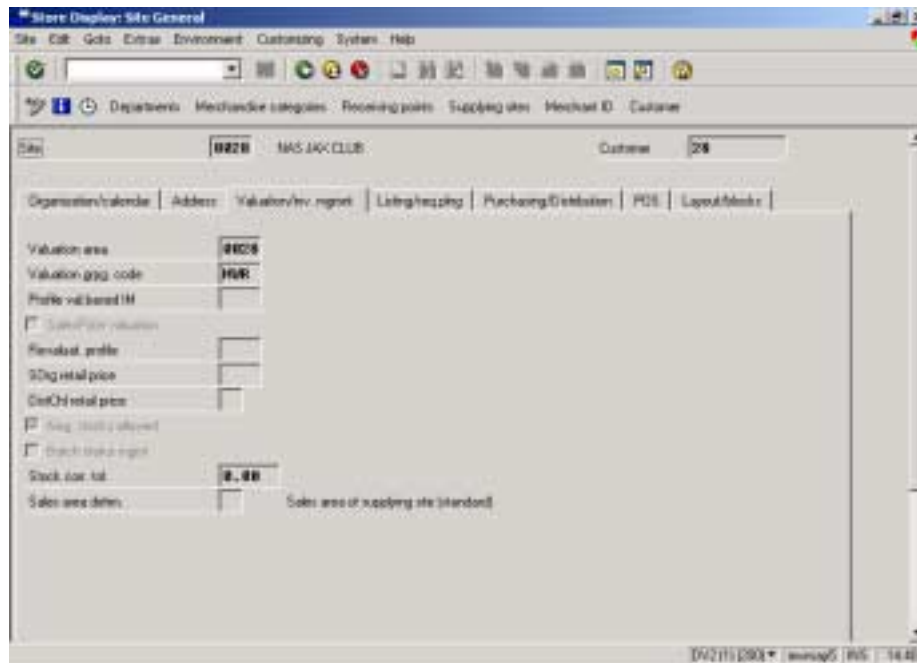
Name:

Search terms:

Search term 1/2:

Street address:

House no./street:
City/Region/Country:
Country: USA
Time zone:

Valuation/inv. mgmt


Store Display Site General

Site: 0020 NMS JAC CLUB Customer: 20

Organization/calendar: Address: Valuation/inv. mgmt: Listing/req. plng: Purchasing/Distribution: POS: Layout/fields:

Valuation area: 0000

Valuation ggg code: HUR

Profile valuation: ☐

Forecast profile: ☐

SDQ retail price: ☐

CostCh retail price: ☐

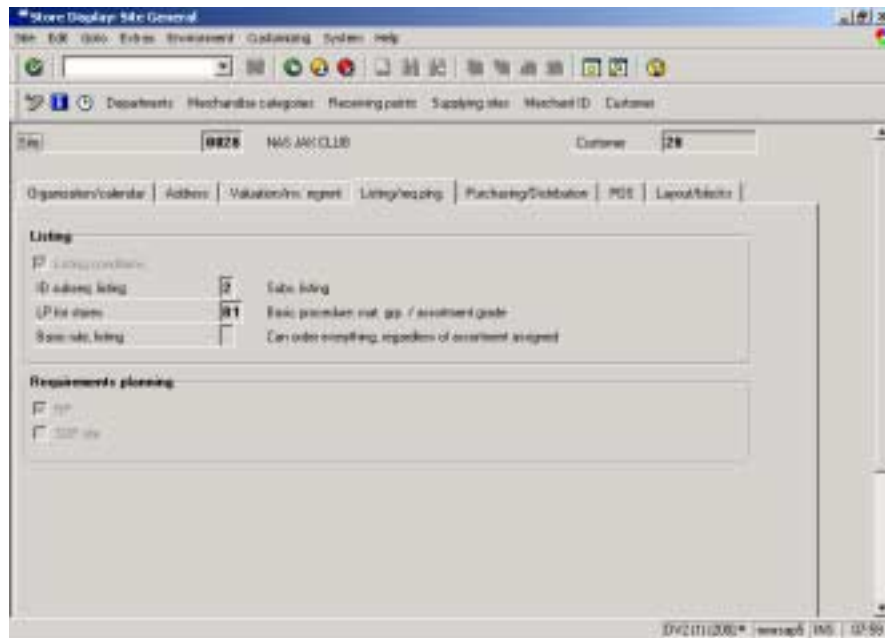
Flag: stock allowed: ☐

Check stock mgmt: ☐

Stock cost: 0.00

Sales area dates: ☐ Sales area of supplying site (intend)

09/21/2001 10:59:05

Listing/req. plng


Store Display Site General

Site: 0020 NMS JAC CLUB Customer: 20

Organization/calendar: Address: Valuation/inv. mgmt: Listing/req. plng: Purchasing/Distribution: POS: Layout/fields:

Listing

☐ Listing conditions

ID address listing: 2 Sales listing

UP for items: 01 Basic permission not ggg / assigned grade

Basic rule listing: ☐ Can order everything, regardless of assortment assigned


Requirements planning

☐ Yes

☐ SDP site

09/21/2001 10:59:05

Purchasing/Distribution

When you have displayed all of the desired screens, click the Exit icon  to return to the main screen.



Create a Site Group

LOGISTICS > RETAILING > MASTER DATA .> SITE DATA > GROUPING > OTHER > CREATE

Transaction Code: **WB80**



NOTE: Sites can be grouped for ease of assigning Merchandise Categories to site groups, reporting, and other functionality.

One site can be assigned to several groups. A site group does not have any master data or movement data. It is used simply as a method of ensuring that data is maintained for all the individual objects assigned to it (for example, in making mass article changes).

Site groups are created as classes in the Classification system. The groups can be valid for different periods of time, depending on the class type. The class type also determines whether a site can be assigned to one or more groups.

Site group applications are used to determine how classes are used. The class type used to create the site groups is stored for every application. The standard system contains class type 30 (*sites, not strictly hierarchical*) and 35 (*sites, strictly hierarchical*).

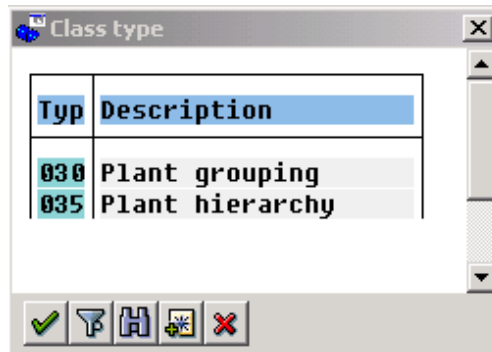
SAP defines a **site group** as a **class**.

The site groups (or assortment groups) are maintained with one transaction, WB80. Additional transactions for changing, deleting or displaying site groups are no longer required (WB81, WB82, WB83).

A site group may no longer be required when MWR no longer has a requirement for an assortment grouping, such as snack bar assortment, auto hobby shop assortments etc. At the same time it may be necessary to regroup assortment groupings or add new assortment groups.

Use the icon buttons you see in data entry screen described in 1.3. to change, delete, or display existing site groups.

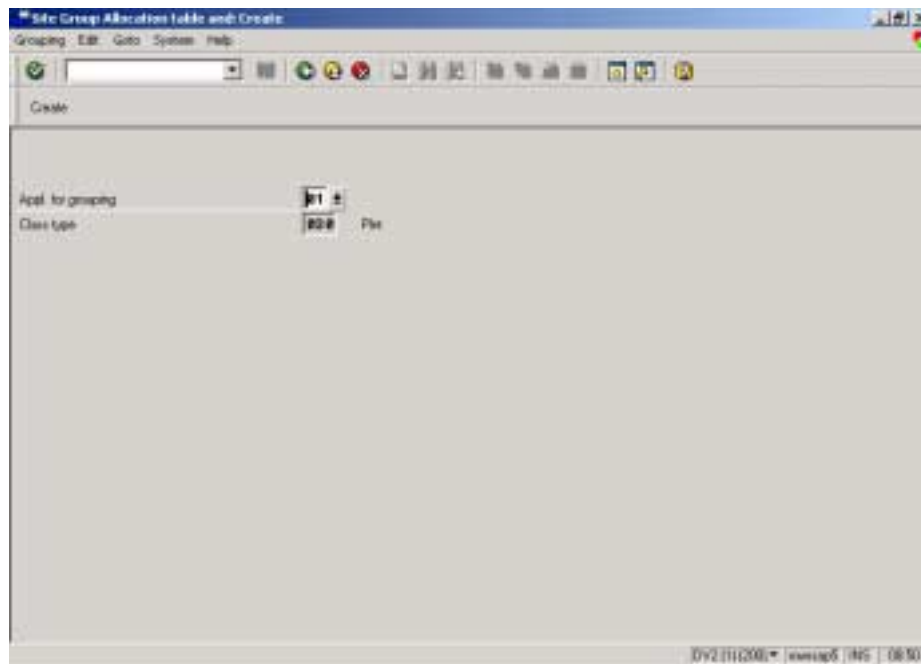
After entering the menu path, a pop-up screen will appear.



Double click Type 030, Plant Grouping.

(Note: This screen might appear a second time, even after confirming 030 once.)

On the screen titled "Site Group master maintenance": enter information as shown in the table below:



Field Name	Description	R/O/C	User Action/Values
Appl. For Grouping	Used to identify groups by type	R	Enter 01 for site group master maintenance.
Class type	Class type identifying a class	R	Class type 030 will default.

Click 'Create' Button

Create

On screen 'Create Class': enter information as shown in the table below:

Field Name	Description	R/O/C	User Action/Values
Class	Site group name as referenced by SAP.	R	Enter the name of the class.
Class type	Identifies the type of group	R	Choose the Class type '030' for site (plant). Be sure to actually select it!
Change number	Log of site group changes	O	Leave blank.

Click Enter

On the Basic Data tab, enter information as shown in the table below:

Create Class:

Class: Edit: Goto: External: Environment: System: Help

Change language

Class: SP_SOUTH
 Class type: BDF Ptd
 Change number:
 Valid from: 02/28/2001

Basic data: Keywords: Chas: Tests:

Basic data

Description: Specialty Southern
 Status: Released
 Class group:
 Organizational area:
 Valid from: 02/28/2001 ☐ Local class: Valid to: 12/31/9999

Save classification

☒ Do not check
☐ Warning message
☐ Check with error

Authorizations

Class maintenance: ☐
 Classification: ☐
 Find object: ☐

SPV2 (11/200) * message / RNS / 09/02

Field Name	Description	R/O/C	User Action / Values
Basic Data tab			
Description	Description of the class	R	Enter the description for the class
Status	Determines if the group is open or locked for maintenance	R	Value is defaulted to “released” No action required. Leave the default value
Class Group	Allows groups to be associated with one another for easier reference.	O	Leave blank
Organizational area	This is used to allocate characteristics that are assigned to a class.	O	Leave blank
Local class	Used with distributed systems	O	Leave blank
Valid from / Valid to	The date range that the site group is able to be used	R	Leave the default dates.
Same classification buttons	These indicate whether or not objects with the same characteristic values can be assigned to the group.	R	Leave default
Authorizations	This field can be used to restrict access for maintenance of site groups to users	O	Leave blank

Click the Save icon  .



Site Group Allocation Table: Maintain Sites in Class

LOGISTICS > RETAILING > MASTER DATA .> SITE DATA > GROUPING > OTHER>MAINTAIN ASSIGNMENTS > SITES IN A CLASS

Transaction Code: **WB86**

Do this when a Site has been created and needs to be assigned to a Site Group or additional items need to be listed to a site.

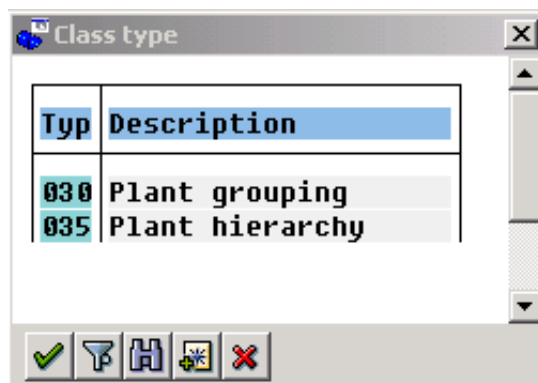
Site Groups facilitate article listings to Sites.

New Sites and Merchandise Categories are assigned to Site Groups.

For example, a new Site: Ball Field Snack Bar, has been created. To facilitate listing articles to this Site, a Site Group, “Snack Bar” has been created. This Site Group has relevant MC’s assigned (Beef, pork, chicken, milk, vegetables, snack bar sides, snack bar sandwiches etc.)

- One site can be assigned to several groups. A site group does not have any master data or movement data. It is used simply as a method of ensuring that data is maintained for all the individual objects assigned to it (for example, in making mass article changes).
- Site groups are created as classes in the Classification system. The groups can be valid for different periods of time, depending on the class type. The class type also determines whether a site can be assigned to one or more groups.
- Site group applications are used to determine how classes are used. The class type used to create the site groups is stored for every application. The standard system contains class type 30 (*sites, not strictly hierarchical*) and 35 (*sites, strictly hierarchical*).
- This transaction is designed to add to or delete sites from a site group. Since there is no master or movement data, there are no actual changes taking place, just deletions from or additions to a site group.
- SAP defines *site groups* as a *class*.
- The assignment, changes of assignments, deletion of assignments, and display of assignments of sites to a site group are maintained in one transaction, WB86.
- When a site assortment changes it may be necessary to delete a site from a site group (when assortments are no longer needed) or add a site to a site group (when a site adds assortments).
- Sites can only be added to or deleted from a site group. An actual *change* of a site group is not available, since a site group is not stored as master data.

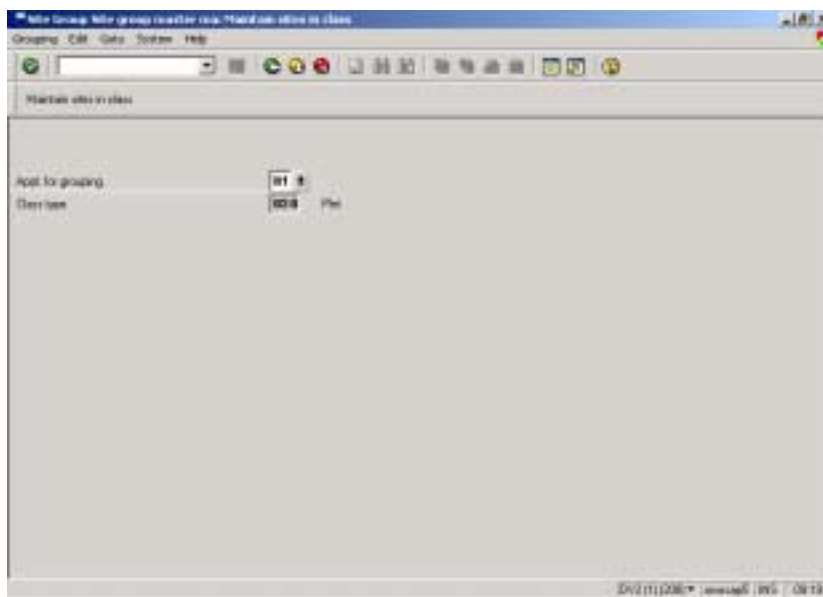
After entering the menu path, a pop-up window will appear.



Double click Type 030, Plant Grouping.

(Note: This pop-up window may appear a second time, even after confirming 030 once.)

On the screen titled “Site Group Master Maintenance: Maintain Sites in Class” data should appear as shown in the table below:



Field Name	Description	R/O/C	User Action / Values
Appl. for grouping	Used to identify groups by type	R	Enter 01 for site group master maintenance
Class type	Class type identifying a class	R	Will default to Class type '030'




Click the Maintain Sites in Class button

Maintain sites in class

On the screen titled “Assign Objects/Class to Class”, enter information as shown in the table below:

Field Name	Description	R/O/C	User Action / Values
Class	The name that the site groups are referenced by in the system.	R	Enter the name of the class or find via matchcode (Tab A: find via keyword), using Class type “030”.
Class type	Identifies the type of group	R	Choose the Class type ‘030’ for site (plant).

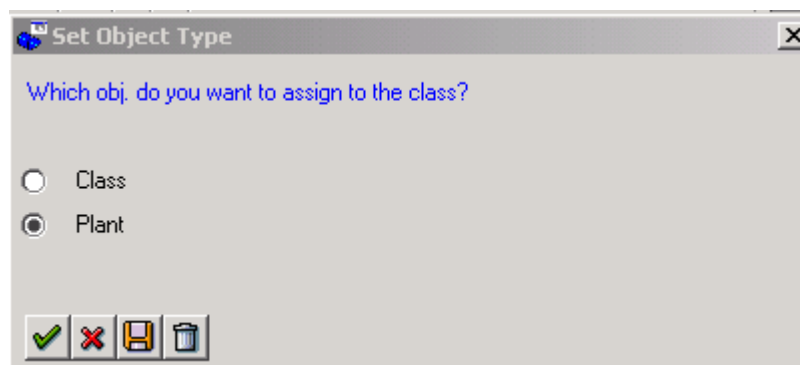
Choose an action from the table below:

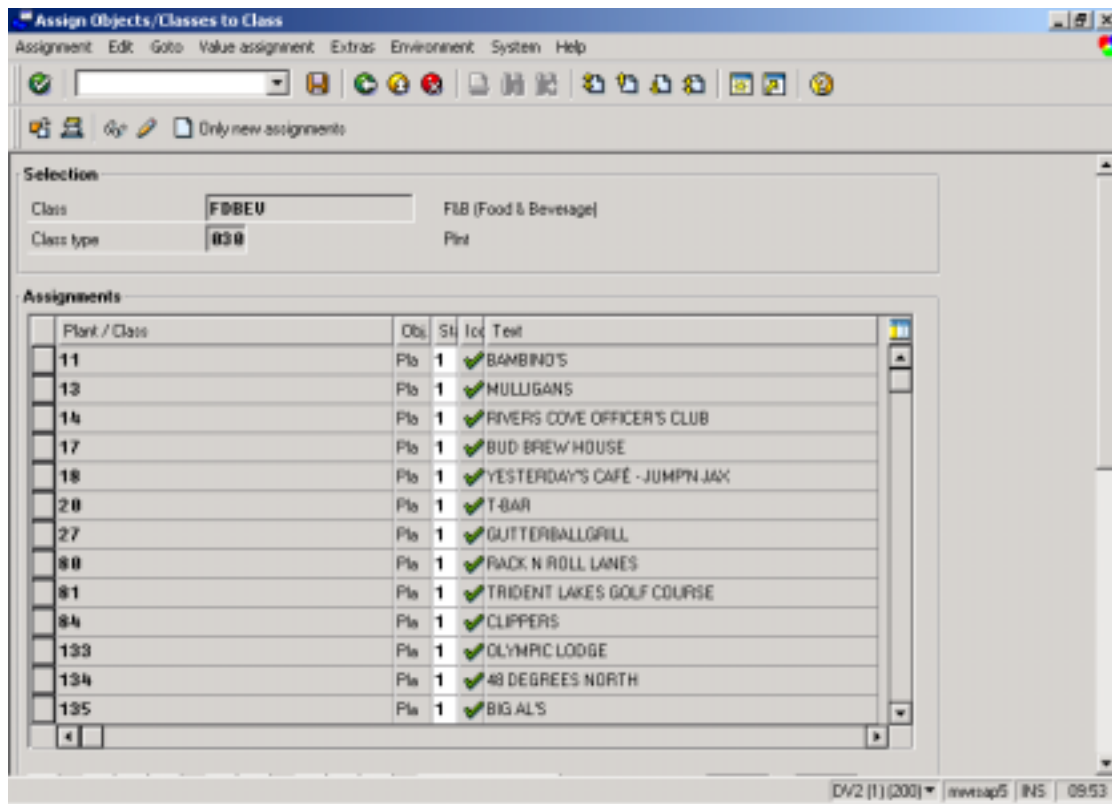
IF YOU WANT/NEED TO:	THEN CLICK:
Display assigned sites in a site group	
Edit the assignment of sites in a site group	
Add sites to the site group	 Only new assignments See Assign New Sites to a Site Group, below
Delete Sites from a Site Group	See Steps for this action on next Page

Assign new sites to a site group


When new sites are to be assigned to a site group:

On pop-up window ‘Set Object Type’: select “Plant” as the object type to be assigned to the class





Select the lines with those site(s) to be removed from the site group.

Click button  to remove the site(s) from the site group. Confirm warning message.

Click the Save  icon.

On screen 'Assign Objects/Classes to Class: enter information in table below:

Field Name	Description	R/O/C	User Action / Values
CustomerNoSite	The site number as defined in its role as customer	R	Enter the number of the site to be assigned to the site group or select site via drop down arrow
Status	Defines whether the allocation is released for class search or locked.	O	Leave blank

Click the Save icon  when finished.

Merchandise Hierarchy



Create Merchandise Hierarchy (MH) Levels

The creation of new MCH levels and changes to existing hierarchy levels will be an MWR HQ function.

All articles (products, services, supplies) MWR uses to operate must be created and stored in the SAP Article Master Database. The purpose of grouping the data into a hierarchy structure is to classify and organize them for reporting, logistical and financial account determinations. Furthermore, these groupings allow for efficient merchandise planning, comprehensive analyses, and simplified master data maintenance.

A crucial aspect for the management of MWR's Article Master is the efficient set-up and maintenance of the Merchandise Hierarchy. Therefore, a four level hierarchy structure, based upon MWR's broad spectrum of articles, has been created. As you can see from the diagram below, the first three levels (top down) are *Merchandise Category Hierarchy* levels (MCH) and the fourth level is the *Merchandise Category* (MC). This final level will be the category to which the articles will be assigned.

Only Merchandise Category Hierarchy levels (MCH) are set up in this transaction (CLWM). The Merchandise Categories (MC) are created using transaction WG21!

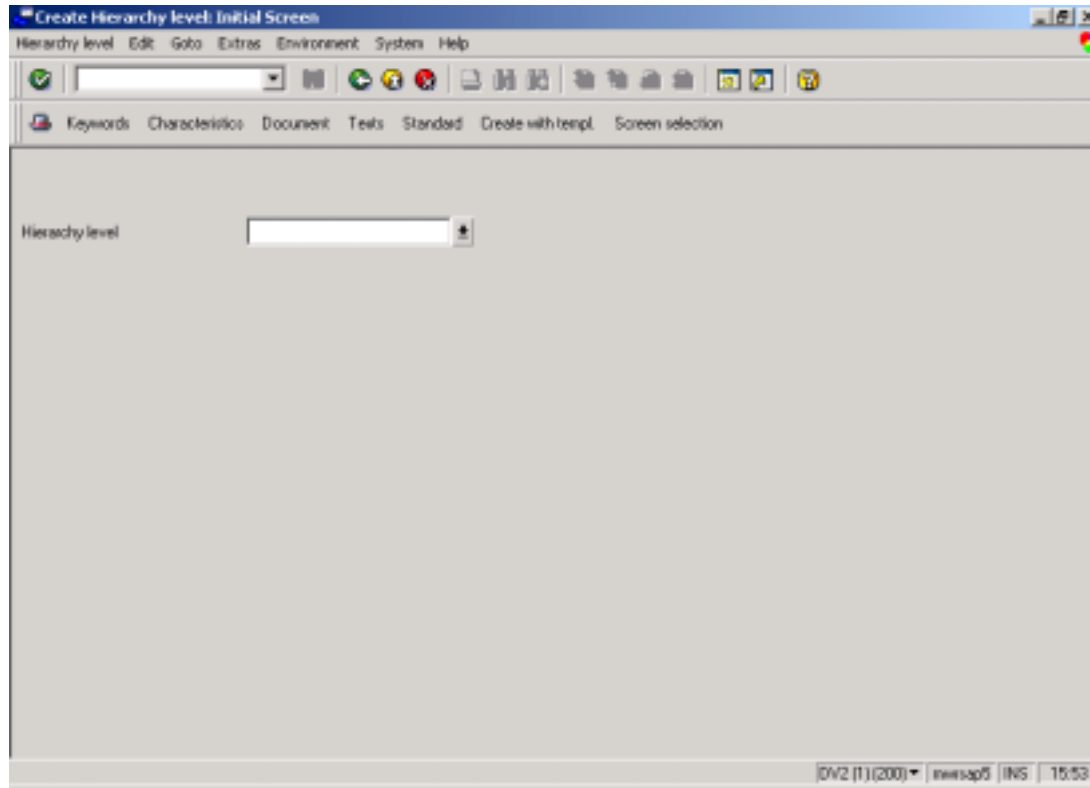
Each MCH level has to be created separately using steps 1.2 and 1.3. After creating MCH level 3, repeat steps 1.2 and 1.3 to create MCH level 2 and 1 accordingly.

Naming and numbering convention

Four levels exist for MWR in the Merchandise Category Hierarchy:

Merchandise Category Hierarchy level 3:	7 Digits, beginning with 1 (for example 1000000)
Merchandise Category Hierarchy level 2:	7 Digits, beginning with 2 (for example 2010000)
Merchandise Category Hierarchy level 1:	7 Digits, beginning with 3 (for example 3010100)
Merchandise Category:	7 Digits, beginning with 4 (for example 4010101)

On the screen titled "Create Hierarchy Level: Initial Screen", enter the number of the hierarchy to be created, according to the numbering conventions above.



Click the Enter icon  or press Enter.

You will see the Create Hierarchy Level Screen. Maintain the information as shown in the table below:

Field Name	Description	R/O/C	User Action / Values
<i>Basic Data</i>			
<i>The first tab</i>			
MCH Description	Extended name of hierarchy	R	Long text of hierarchy category being created
Status	<p>This key determines whether:</p> <ul style="list-style-type: none"> - a hierarchy level can be maintained (not possible if status is “locked”) - merchandise categories can be assigned to a MC hierarchy level (not possible if status is “Locked” or “In preparation”) - the MC hierarchy level can be used for selecting merchandise categories (not possible if status is “Locked” or “In preparation”) 	R	Will default to “Released” (MWR will only use “Released”)

Class Group	This string is used to group together related classes	O	Not used
Class maintenance	Authorization key that determines whether a user is allowed to maintain this class.	O	Not used
Classification	Determines, whether a user is allowed to assign objects to this class	O	Not used
Find Objects	Determines, whether a user is allowed to use this class to find objects.	O	Not used
Keyword	<i>The second tab</i>		Not used
Characteristics	<i>The third tab</i>		Not used
Texts	<i>The fourth tab</i>		Not used
Document	<i>The fifth tab</i>		Not used
Std	<i>The sixth tab</i>		Not used

Click Save .

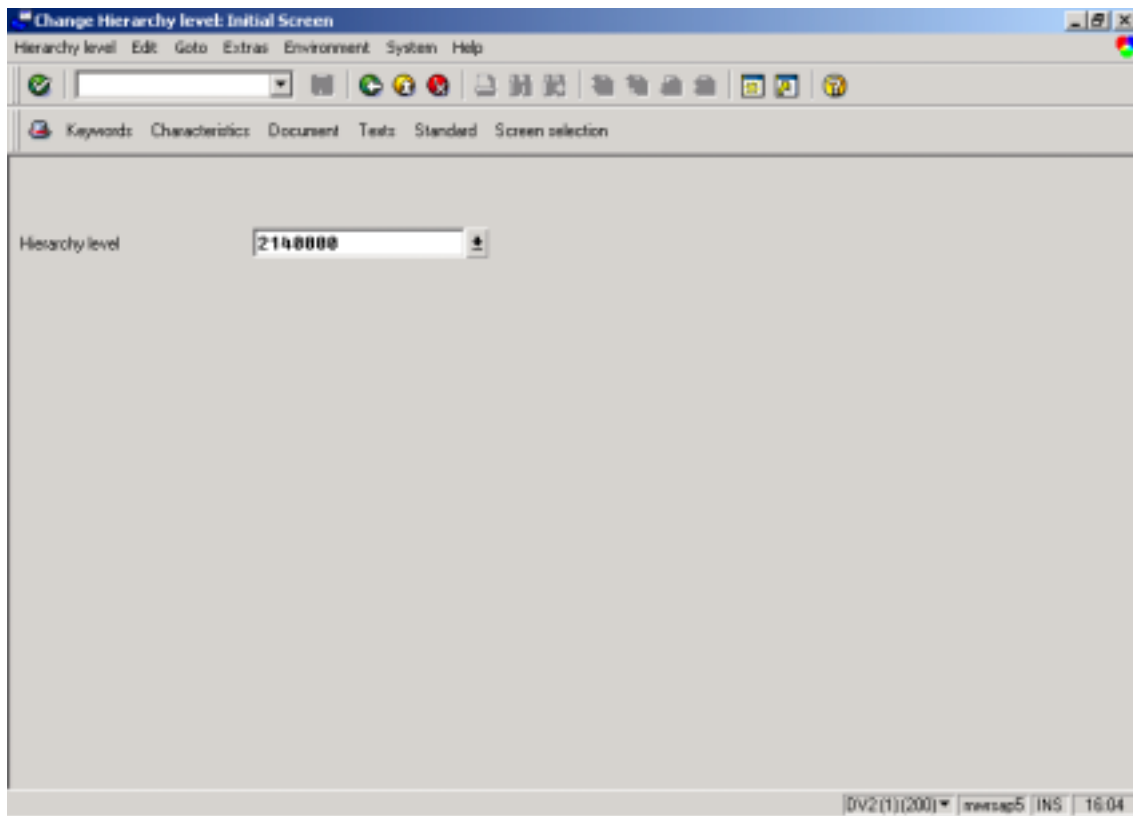


Change Merchandise Hierarchy (MH) Levels

LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY DATA > MC HIERARCHY LEVEL > CHANGE

Transaction Code: **CLWN**

On the screen titled “Change Hierarchy Level: Initial Screen”, enter the number of the hierarchy level to be changed.




Click the Enter icon  or press Enter.

On the “Change Hierarchy Level” screen, change data as needed per the table below:

Field Name	Description	R/O/C	User Action / Values
Basic Data	The first tab		
MCH Description	Extended name of hierarchy	R	Long text of hierarchy category being created
Status	<p>This key determines:</p> <ul style="list-style-type: none"> - whether a hierarchy level can be maintained (not possible if status is “locked”) - whether merchandise categories can be assigned to a MC hierarchy level (not possible if status is “Locked” or “In preparation”) - whether the MC hierarchy level can be used for selecting merchandise categories (not possible if status is “Locked” or “In 	R	<p>Default value “Released” unchanged.</p> <p>MWR will only use “Released”</p>

	preparation”)		
Class Group	This string is used to group together related classes	O	Not used
Class maintenance	Authorization key that determines whether a user is allowed to maintain this class.	O	Not used
Classification	Determines, whether a user is allowed to assign objects to this class	O	Not used
Find Objects	Determines, whether a user is allowed to use this class to find objects.	O	Not used
Keyword	<i>The second tab</i>		Not used
Characteristics	<i>The third tab</i>		Not used
Texts	<i>The fourth tab</i>		Not used
Document	<i>The fifth tab</i>		Not used
Std	<i>The sixth tab</i>		Not used
Std	<i>The sixth tab</i>		Not used

Click Save .



Delete Merchandise Hierarchy Levels

**LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY
DATA > MC HIERARCHY LEVEL > DELETE**

Transaction Code: **CLWP**



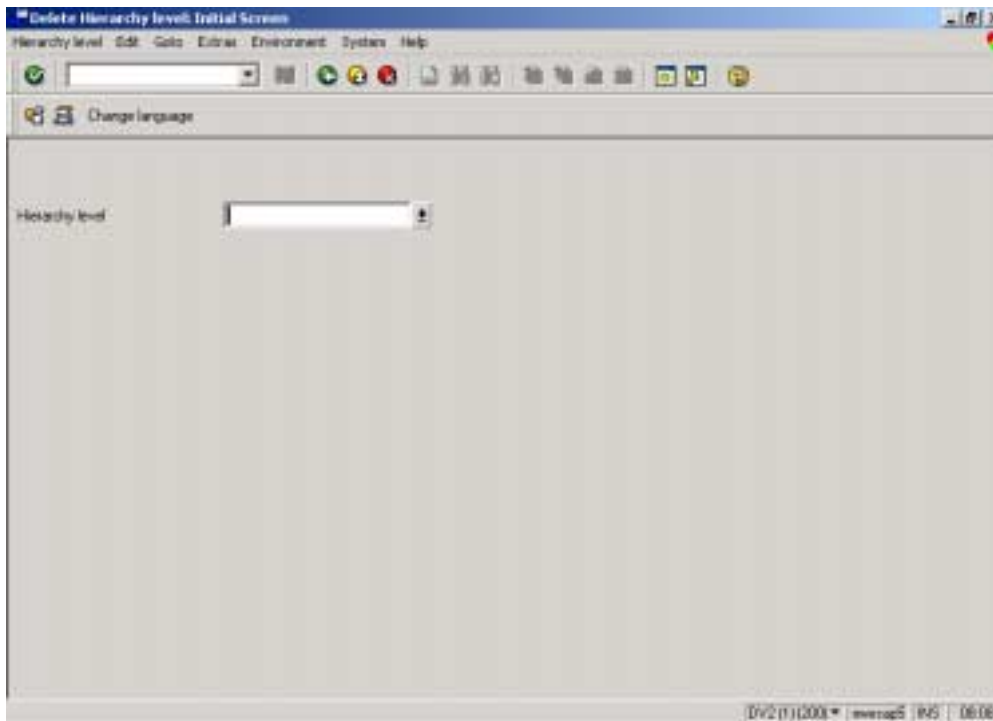
CAUTION:

The deletion of a MC Hierarchy level is very sensitive. It has to be made sure, when a MC hierarchy level is deleted, that

- the assignments will not become inconsistent
- no lower hierarchy levels are assigned to it
- no merchandise categories are assigned to it

As long as articles are assigned to merchandise categories assigned to the hierarchy level to be deleted, the hierarchy level cannot be deleted.

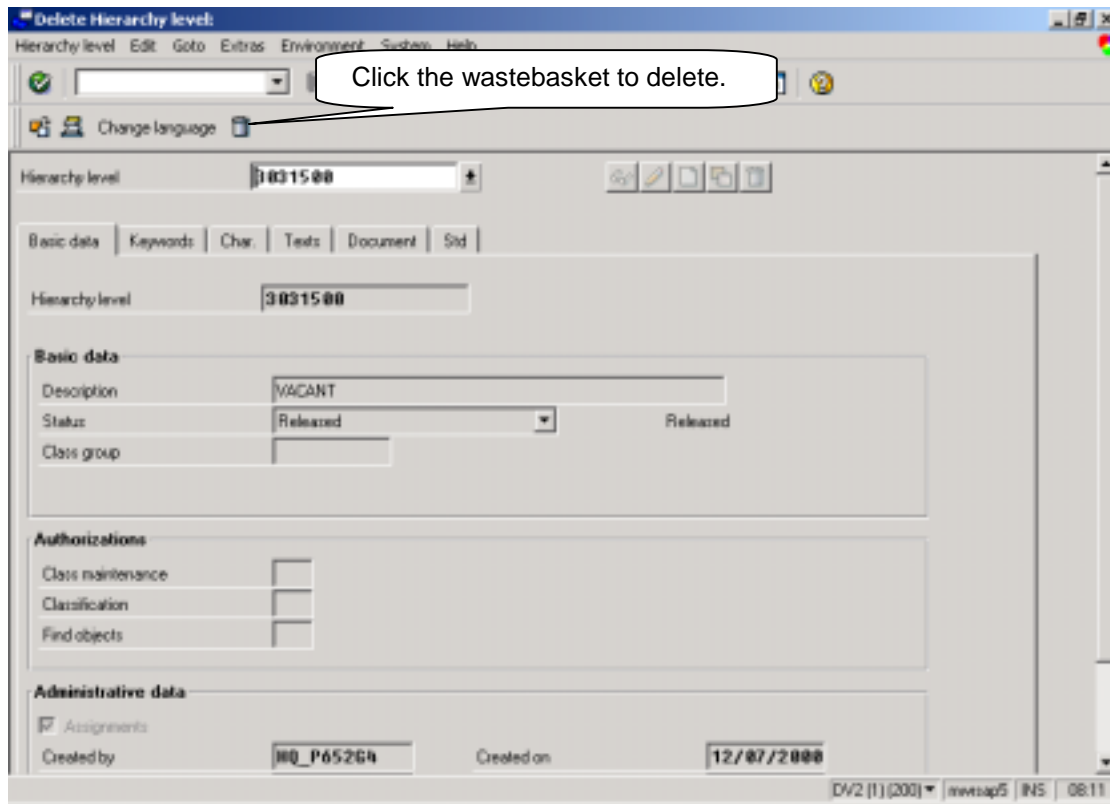
On the screen titled “Delete Hierarchy Level: Initial Screen”, enter the hierarchy level you would like to delete.



Click Enter .

Retail (MM)

Check the attributes of the hierarchy level and confirm the deletion by clicking the waste basket icon.



Click "Yes" to confirm the Confirmation message.





Maintain Merchandise Hierarchy (MH) Level Assignments

LOGISTICS>RETAILING>MASTER DATA>MERCHANDISE CATEGORY DATA>HIERARCHY ASSIGNMENT>MERCHANDISE CATEGORY HIERARCHY ASSIGNMENT>CREATE/CHANGE/DELETE

Transaction Code: **CLW1**

Three Merchandise Category Hierarchy levels plus the merchandise categories will be created and assigned into a hierarchy for flexibility of planning and reporting.

This hierarchy provides an information structure and organizational hierarchy grouping articles in their assigned merchandise categories for flexibility of planning and reporting of item specific data.

The transaction provides the ability to **create, change, display and delete** the assignment of hierarchy levels within the hierarchy.

Hierarchy Level

You will enter the hierarchy level to which you want to assign, change or delete a **LOWER** hierarchy level

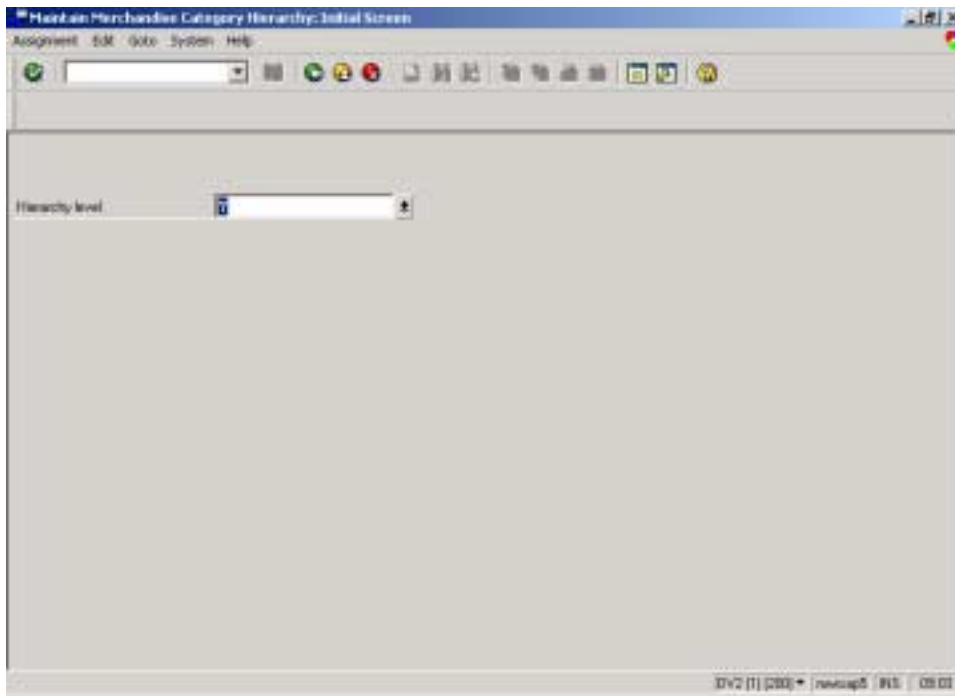
Output – Results

Hierarchies can be created, changed or deleted. Once the hierarchy levels are created, you will need to assign each of the established hierarchy levels to the applicable **HIGHER** reporting level hierarchy (assign the lowest level to the next higher level hierarchy).

- Merchandise Categories (MC) are **NOT** assigned with this transaction, only merchandise category hierarchy levels
- The Merchandise category levels are as follows:

MC Hierarchy level 3:	The highest level in the hierarchy	Number 1000000
MC Hierarchy level 2:	The second highest level in the hierarchy	Number 2010000 – 2XX0000
MC Hierarchy level 1:	The third highest level in the hierarchy	Number 3010100 – 2XXYY00
Merchandise Category	Below MC Hierarchy level 1	Number 4010101 – 4XXYYZZ

On the screen titled “Maintain Hierarchy Level: Initial Screen”, enter the hierarchy level number to be maintained



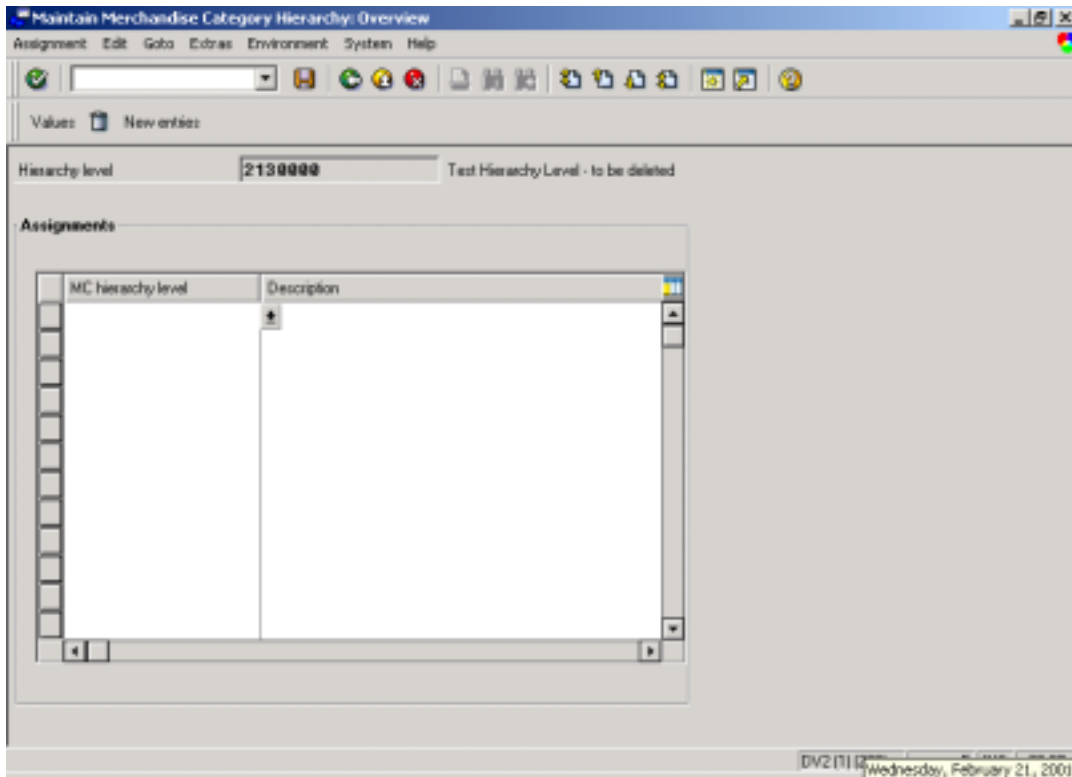
Field Name	Description	R/O/C	User Action / Values
Hierarchy level	Number of the Merchandise category hierarchy level	R	Long text of hierarchy category being created

Click  or Press Enter.


Maintain Hierarchy Level: Overview

Maintain the assignments of the hierarchy level:

Enter the numbers of the hierarchy levels to be assigned *below* the one you're maintaining. Do not enter the number of a merchandise category here.



Field Name	R/O/C	User Action / Values	Comment
MC Hierarchy level	O	Enter the hierarchy level you want to assign to the hierarchy level you're maintaining or change already existing assignments	Repeat as necessary

When finished, press  Save.




Display Merchandise Hierarchy (MH) Level Assignments

**LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY
DATA > HIERARCHY ASSIGNMENT > MERCHANDISE CATEGORY
HIERARCHY ASSIGNMENTS > DISPLAY**

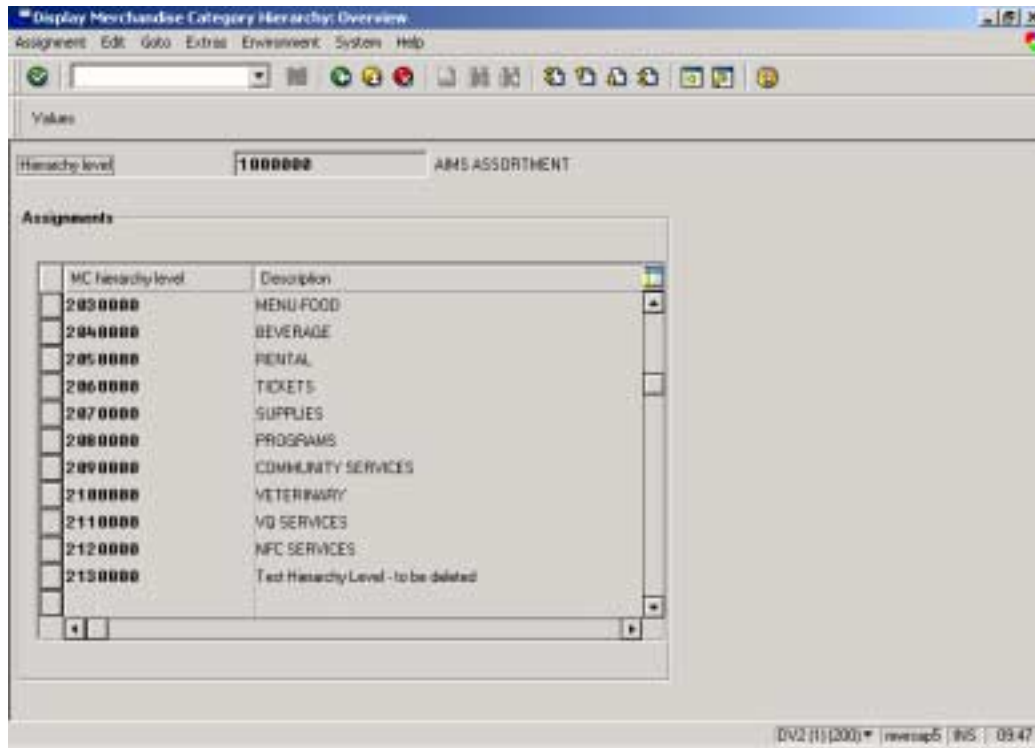
Transaction Code: **CLW2**


On the screen titled “Display Hierarchy Level: Initial Screen”, enter the hierarchy level number to display the assigned lower hierarchy levels.

Click  or press Enter

You will now see the screen titled “Display Merchandise Category Hierarchy Level: Overview”

Display the assignments of the hierarchy level



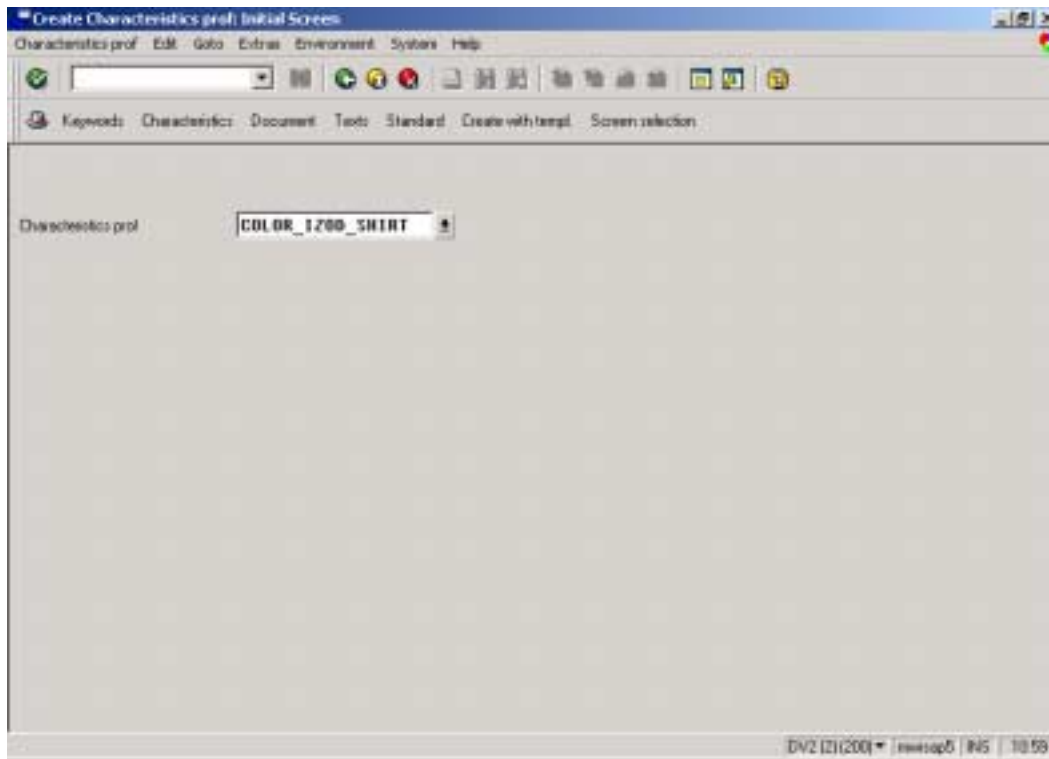
When finished, press  or F3 to return to SAP Menu.

Characteristics which have NOT already been created, can be created from within this transaction by simply entering the proposed name of the Characteristic in the appropriate field. If the Characteristic does not exist, a window will appear, asking whether the Characteristic is to be created. Refer to 'Maintain Characteristics' for the process of Creating Characteristics.

LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY DATA > CHARACTERISTICS PROFILE > CREATE

Transaction Code: **CLWE**

On the screen titled "Create Characteristics Prof: Initial Screen", enter the name for the characteristics profile you wish to create.



Click the Enter icon  or press Enter.

You will now see the "Create Characteristics Prof:" screen.

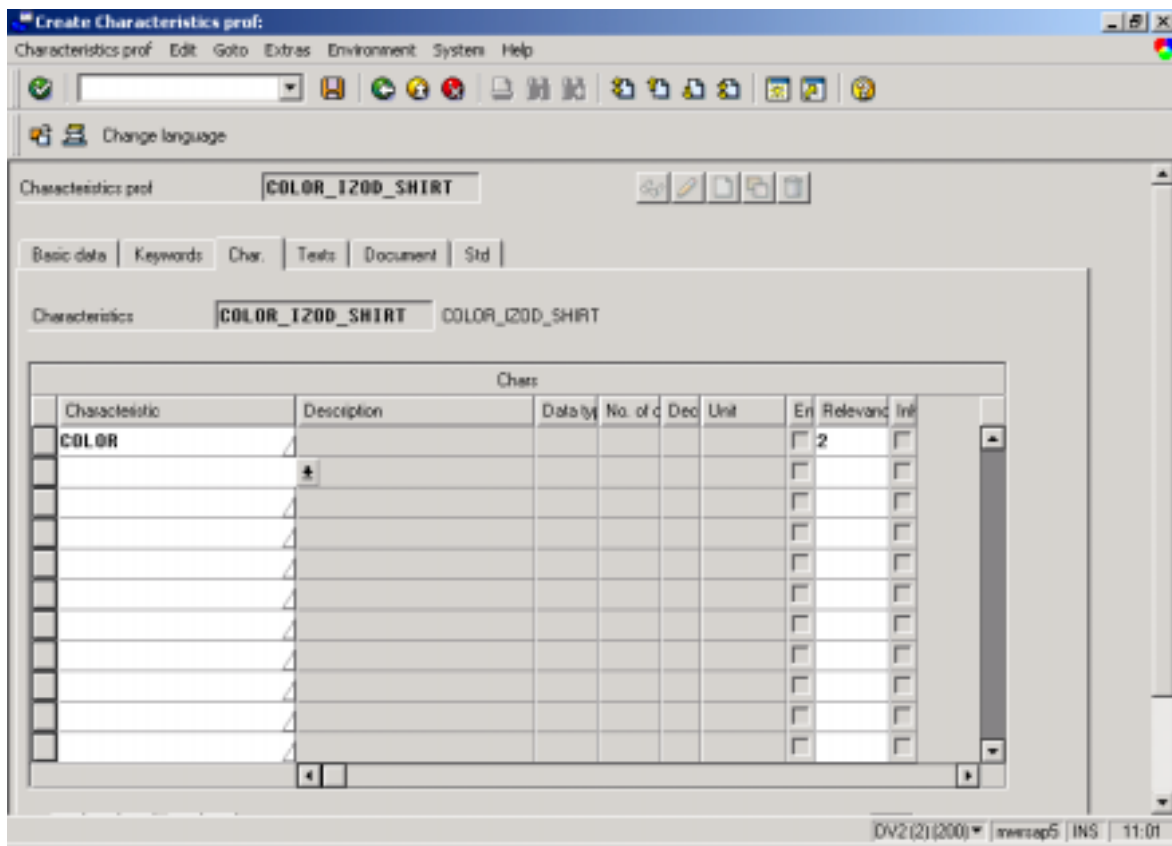
On the Basic Data tab, enter the information as shown in the table below.

Field Name	Description	R/O/C	User Action / Values
Description	Extended name of characteristics profile	R	Long text of characteristics profile being created
Status	This key determines: <ul style="list-style-type: none">- whether a class can be maintained- whether objects can be allocated to a class- whether the class can be used for selecting objects	R	Will default to “Released”
Class Group	This string is used to group together related classes	O	Not used
Class maintenance	Authorization key that determines whether a user is allowed to maintain this class.	O	Not used
Classification	Determines, whether a user is allowed to assign objects to this class	O	Not used
Find Objects	Determines, whether a user is allowed to use this class to find objects.	O	Not used

Click the Char. tab.

Enter information as shown in the table below.

Field Name	Description	R/O/C	User Action/Values
Characteristic	Name of characteristic to be included in characteristics profile	C	Enter existing characteristic or new characteristic. When new characteristic is entered, you will automatically be directed to the Create Characteristic Transaction. Refer to the '– Maintain Characteristics' documentation (BELOW).
Relevancy Indicator	Indicator determining whether the characteristic will create variants for generic articles	O	Enter “2” to trigger the creation of variants for generic articles
Texts	Not used		Not used
Document	Not used		Not used
Std	Not used		Not used



NOTE: Because during this step you are automatically directed to the Create Characteristics transaction, we will explain that action here, rather than elsewhere by itself.



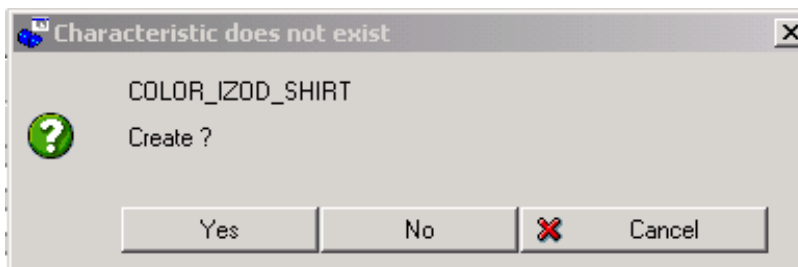
Create Characteristics

You will be directed here automatically during the Create Characteristics Profile transaction. If you need to enter the transaction for other reasons, use the following menu path:

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ENVIRONMENT > GENERAL CLASSIFICATION > MASTER DATA > CHARACTERISTICS

Transaction Code: **CT04**

Upon entering the characteristic, you will see the following pop-up screen:



Click Yes.

You will then be taken to the “Create Characteristic” screen.

On the Basic Data tab, enter the information as shown in the table below:

Field Name	Description	R/O/C	User Action and Values
Basic Data			
Section Header			
Description	Language dependent description	R	Enter description. Use the name of characteristic as description.
Chars Group	Characteristic Group - Key (defined in config.) that facilitates look up by grouping similar characteristics	O	Not used
Status	Current status of characteristic	R	Be sure “Released” is selected!
AuthGrp	Authorization group for characteristics maintenance	O	Not used

Format			
Section Header			
Data Type	Defines characteristic as numeric, character, time, etc.	R	
No. of Chars.	Total # of characters you can enter when you assign a value to this char.	R	30 characters max.
Case Sensitive	Indicator	O	Click on if desired
Template	Entries for this characteristic are checked against this template.	O	Not used
Value Assign.			
Section Header			
Single Value	Indicator that determines whether only one value can be assigned to this characteristic.	C	Default, do not change
Multiple Values	<p>If there is an indicator in this field, more than one value can be assigned to a characteristic.</p> <p>There is an "or" relationship between the values entered. If you assign several values to a characteristic in the find objects function, and only one of these characteristic values is assigned to an object, the object appears in the search result.</p>	C	Not used

Restrictable	This indicator shows that the allowed values of this characteristic can be restricted during Variant Configuration, depending on the configuration environment.	O	Not used
Entry Required	Defines whether values must be assigned to a characteristic.	O	

Create Characteristic

Characteristic:

Change number:

Valid from:

Basic data | Descriptions | Values | Addnl data | Restrictions

Basic data

Description:

Chars group:

Status:

AuthGrp:

Format

Data type:

Number of chars:

☐ Case sensitive

Template:

Value assignment

☒ Single value
☐ Multiple values

☐ Restrictable

☐ Entry required

DI/2 (2) (200) | innsap5 | IN45 | 13.20

Click the **Values** tab and enter information as shown in the table below:

Field Name	Description	R/O/C	User Action and Values
Additional Values	If set, allows values other than that from the selection list to be entered	O	Leave Blank
Allowed Values Section Header Note: The following are column headings - repeat as desired			
Char. Value	Value to be stored in characteristic	O	Enter allowed value
Description	Description of the value		Enter description of value
D	Indicates value is the default	O	Click on if this value is to be the default
O	Indicates value appears as a default in characteristic value assignment	O	Click on if this value is to appear as a default in characteristic value assignment
S	Indicates whether article dependencies exist	O	Click on if article dependencies exist for the characteristic value

Characteristic:

Change number:


Valid from:

Basic data | Descriptions | **Values** | Add data | Restrictions

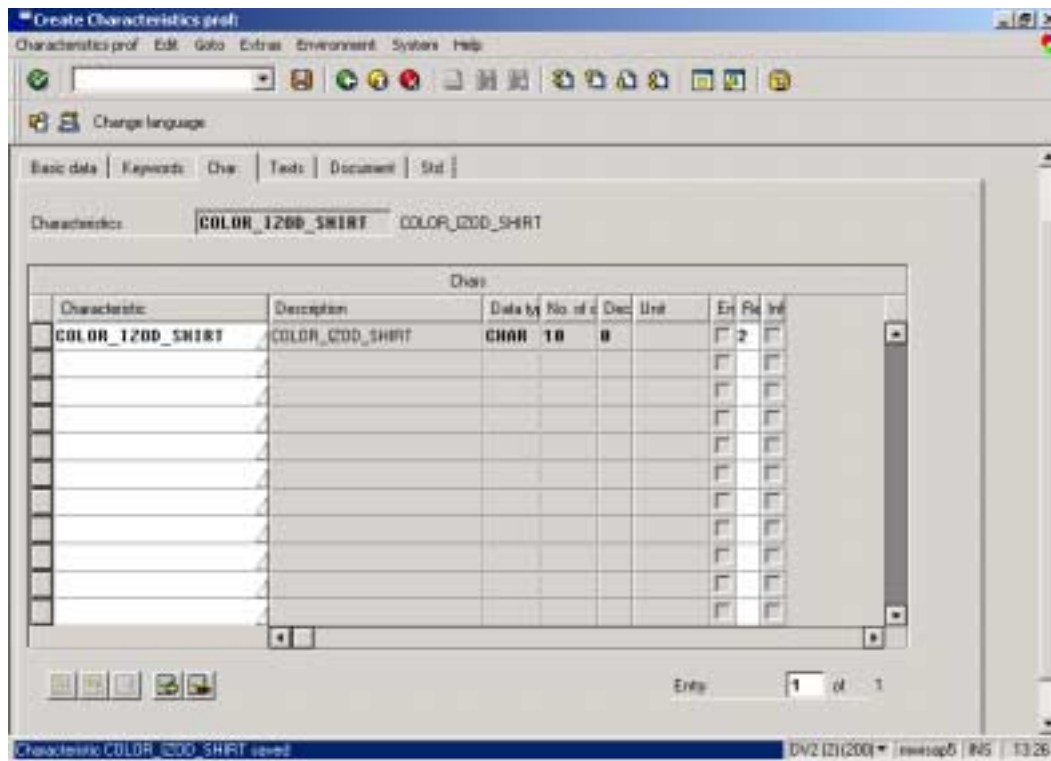
☐ Additional values:

Char. value	Description	D	O	S
Blue	Blue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red	Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orange	Orange	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DV2 (2) (200) | messap5 | INS | 13:23

Click the Save icon . This will save the characteristics you have entered, but not the Profile.

You will now be taken BACK to the Create Characteristics Profile screen.



Click the Save icon  **AGAIN** to save the Profile.

You will receive a message that your profile has been saved.

Class type 026: Characteristics prof COLOR_1200_SHIRT created



You have now completed the transaction for Creating a Characteristic Profile.



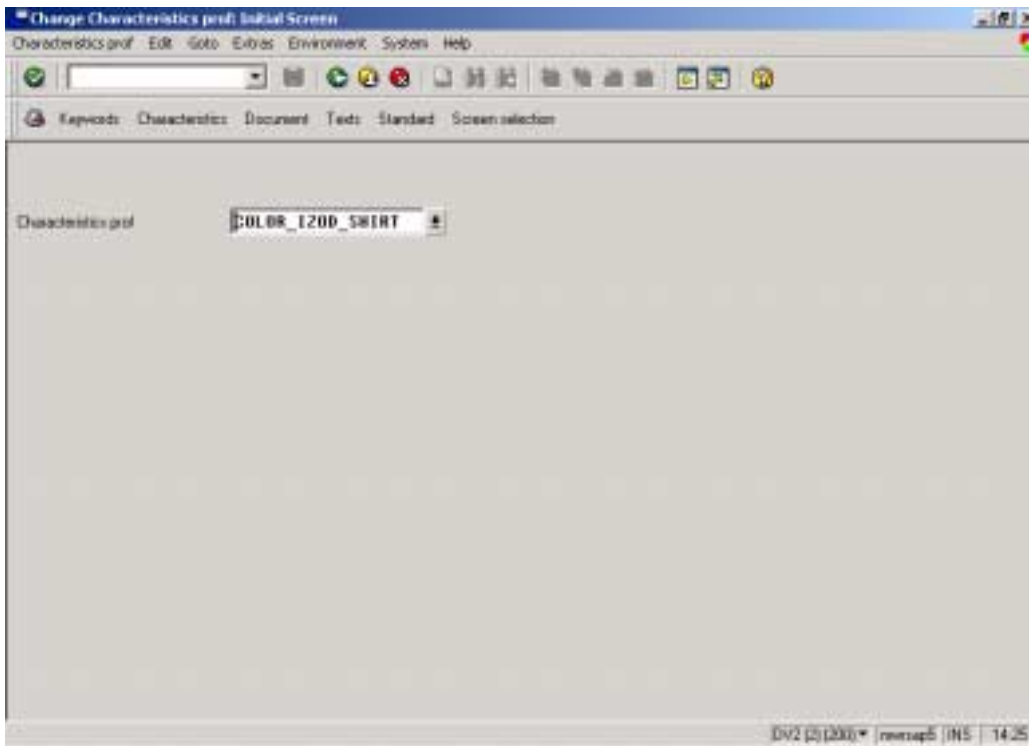
Change Characteristics Profile

Do this when you need to change a characteristics profile, which is assigned to a generic article (an Article which may be ordered, inventoried and sold with different attributes).

**LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY
DATA > CHARACTERISTICS PROFILE > CHANGE**

Transaction Code: **CLWF**

On the screen titled “Change Characteristics Prof.: Initial Screen”, *enter the characteristics profile number*



Click the Enter icon  or press Enter.

On the screen titled “Change Characteristics Profile”, Maintain the attributes of the characteristics profile per table below:

Field Name	Description	R/O/C	User Action / Values
------------	-------------	-------	----------------------

Basic Data

Tab:

Description	Extended name of characteristics profile	R	Long text of characteristics profile
Status	This key determines: <ul style="list-style-type: none"> - whether a class can be maintained - whether objects can be allocated to a class - whether the class can be used for selecting objects 	R	Will default to “Released”
Class Group	This string is used to group together related classes	O	Not used
Class maintenance	Authorization key that determines whether a user is allowed to maintain this class.	O	Not used
Classification	Determines, whether a user is allowed to assign objects to this class	O	Not used
Find Objects	Determines, whether a user is allowed to use this class to find objects.	O	Not used
Keyword	Not used		Not used

Change Characteristics prof.

Characteristics prof. Edit Info Extras Environment System Help

Change language

Characteristics prof. **COLOR_1200_SHIRT**

Basic data | Keywords | Char. | Texts | Document | Std.

Characteristics prof. **COLOR_1200_SHIRT**

Basic data

Description: **COLOR_1200_SHIRT**

Status: **1** Released

Class group:

Authorizations

Class maintenance: ☐

Classification: ☐

Find objects: ☐

Administrative data

☐ Assignments

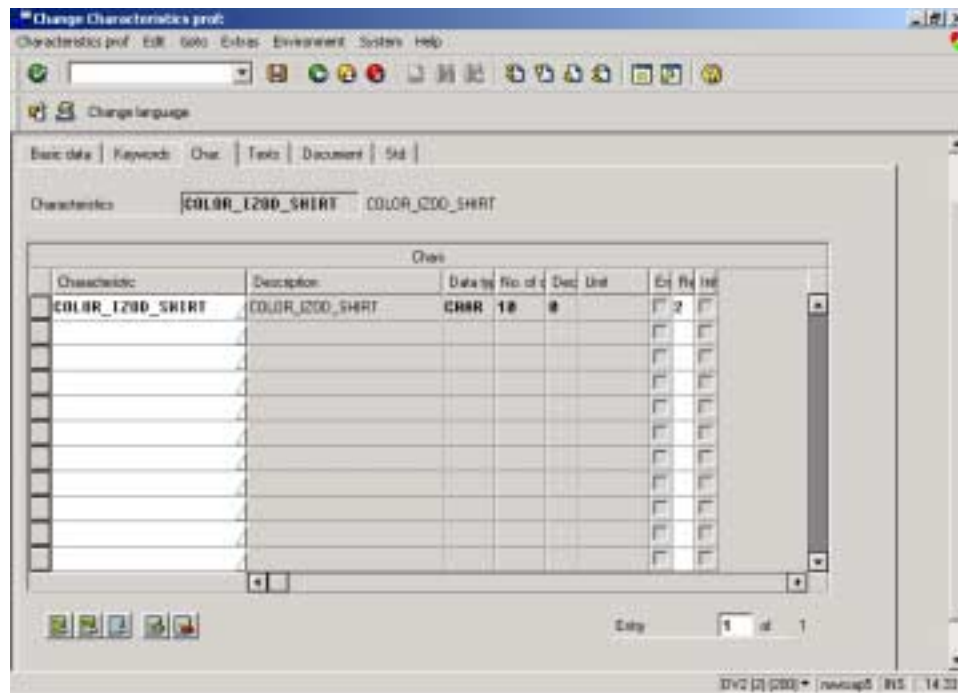
Created by: **BQ_P654CB** Created on: **02/21/2001**

OVZ(2)(200) | mwwap5 | INS | 14.27

Click the Char. Tab

Make needed changes in accordance with the table below:

Field Name	Description	R/O/C	User Action / Values
Characteristic	Name of characteristic to be included in characteristics profile	C	Enter existing characteristic or new characteristic.
Relevancy Indicator	Indicator determining whether the characteristic will create variants for generic articles	O	Enter “2” to trigger the creation of variants for generic articles
Texts	Not used		Not used
Document	Not used		Not used
Std	Not used		Not used



Click the Save icon  when you are finished.

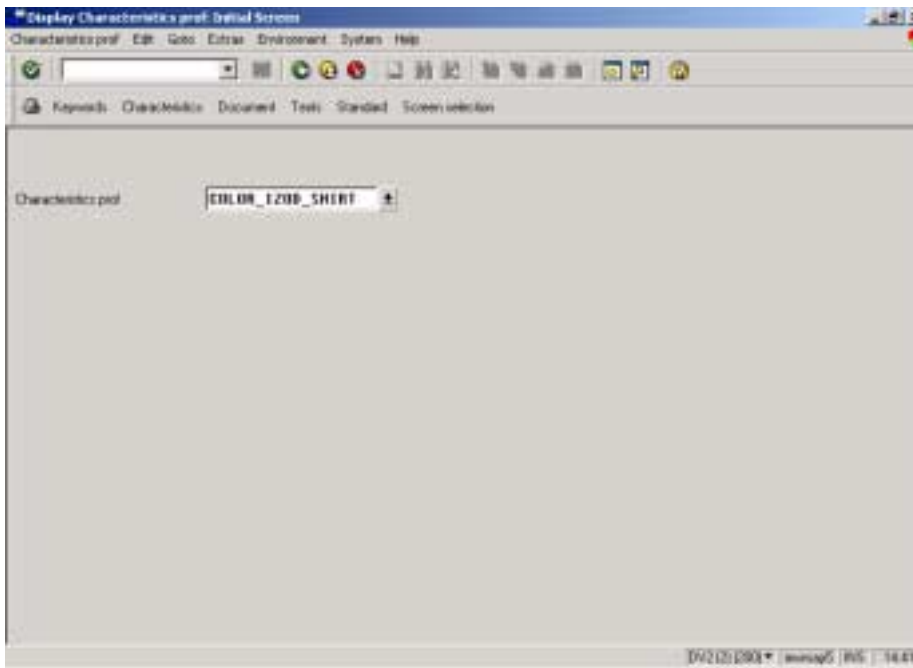



Display Characteristics Profile

**LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY
DATA > CHARACTERISTICS PROFILE > DISPLAY**

Transaction Code: **CLWG**

On the screen titled “Display Characteristics Prof: Initial Screen”, enter the name of the profile you wish to display.



Click the Enter icon  or Press Enter.

On the Basic Data tab, view the attributes of the characteristics profile per the table below:

Field Name	Description	R/O/C	User Action / Values
Description	Extended name of characteristics profile	R	Long text of characteristics profile
Status	This key determines: <ul style="list-style-type: none">- whether a class can be maintained- whether objects can be allocated to a class- whether the class can be used for selecting objects	R	Will default to “Released”
Class Group	This string is used to group together related classes	O	Not used
Class maintenance	Authorization key that determines whether a user is allowed to maintain this class.	O	Not used
Classification	Determines, whether a user is allowed to assign objects to this class	O	Not used
Find Objects	Determines, whether a user is allowed to use this class to find objects.	O	Not used
Keyword	Not used		Not used

Display Characteristics prof:

Characteristics prof Edit Goto Extras Environment System Help

Change language

Characteristics prof **COLOR_I20D_SHIRT**

Basic data Keywords Char. Texts Document Std

Characteristics prof **COLOR_I20D_SHIRT**

Basic data

Description **COLOR_I20D_SHIRT**

Status **1** Released

Class group

Authorizations

Class maintenance ☐

Classification ☐

Find objects ☐

Administrative data

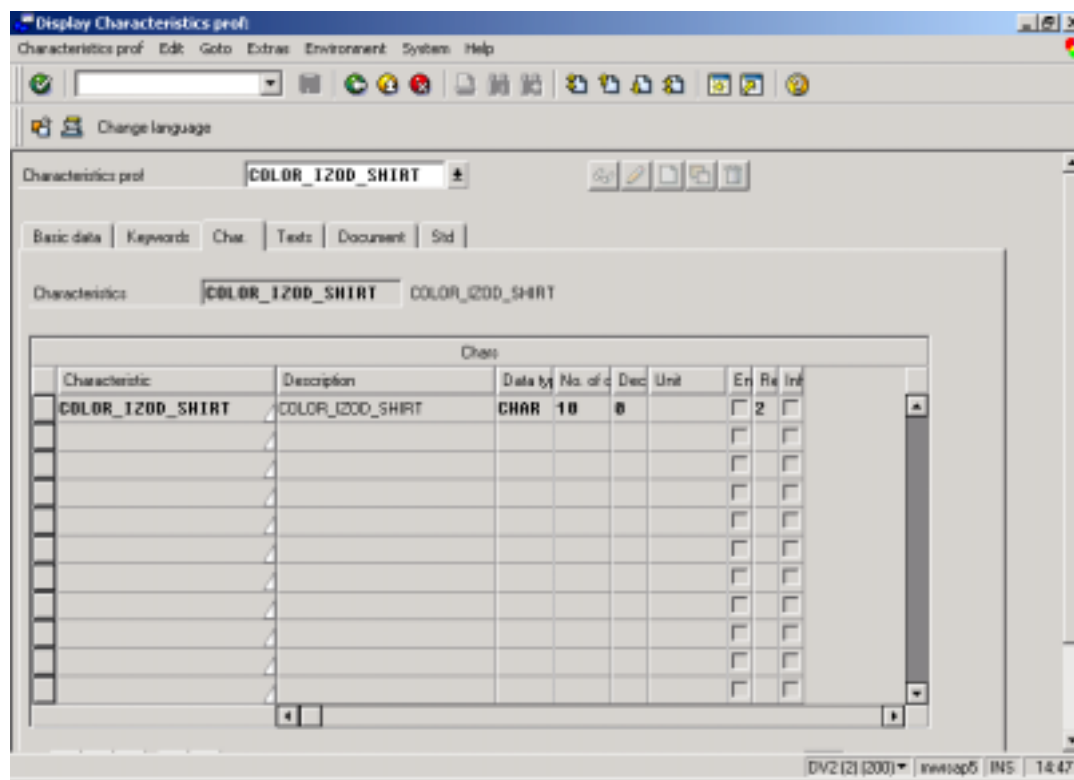
☐ Assignments

Created by **HQ_P654C3** Created on **02/21/2001**

DV2 (2) (200) messap5 INS 14:46

Click the Char tab. View the attributes per the table below:

Field Name	Description	R/O/C	User Action / Values
Characteristic	Name of characteristic included in characteristics profile	C	Double Click on characteristic to view its properties and its values
Relevancy Indicator	Indicator determining whether the characteristic will create variants for generic articles	O	Entry “2” triggers the creation of variants for generic articles
Texts	Not used		Not used
Document	Not used		Not used
Std	Not used		Not used



Click the Exit icon  when you are finished.



Delete Characteristics Profile

**LOGISTICS > RETAILING>MASTER DATA>MERCHANDISE CATEGORY
DATA > CHARACTERISTICS PROFILE > DELETE**

Transaction Code: CLWH



NOTE: The deletion of characteristics profiles is a very delicate procedure. A characteristics profile can only be deleted, if there are no generic articles in the system assigned to or using this characteristics profile.

On the screen titled “Delete Characteristics Prof: Initial Screen”, enter the name of the profile to be deleted.



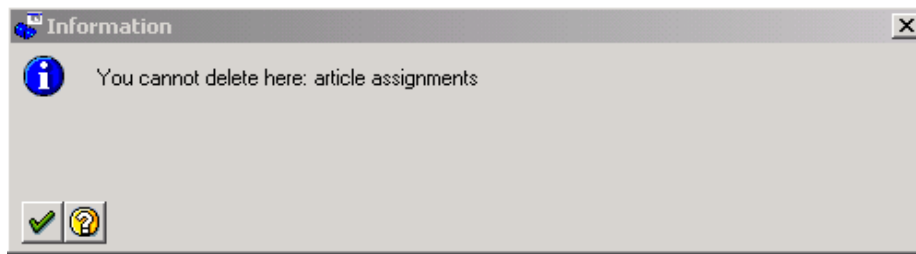
Click the Enter icon or press Enter.

On the screen titled “Delete Characteristic Prof”, verify that you have the correct profile to be deleted.



When you are CERTAIN you have the correct profile, click the Delete icon .

If article(s) are still assigned to the characteristics profile, a window appears with a warning message. The characteristics profile can then not be deleted.



Click the Exit icon  when you are finished.



Create Merchandise Category and Reference Article

There is a need to create a new Merchandise Category (MC) for article grouping. There is also a need to create a new Merchandise Category Reference Article for a merchandise category.

The Merchandise Categories are set up to support a “grouping” of articles to increase efficiency of planning, pricing, and article master data maintenance. There are 4 levels within the MWR hierarchy, with Merchandise Categories residing at level 4. When new articles are created, they must be assigned a merchandise category.

The Merchandise Categories will be used to logically group articles together into “sub-categories” (i.e. pants, pastries, cakes, etc.) which report upward into the merchandise hierarchy. All existing and new articles must be assigned to one of the merchandise categories.

Before starting the process, review the standardized naming convention as outlined in the table below.

First Digit	Level identifying it as a merchandise category rather than a Merchandise Category Hierarchy level (MC = ‘4’)
Second and Third Digits	Level identifying MC hierarchy level 2 (for example ‘2010000 – Retail’)
Fourth and Fifth Digits	Level identifying MC hierarchy level 1 (for example ‘3010100 – Clothing’)
Sixth and Seventh Digits	Subsequent numbering

Assign a Merchandise Category to the Merchandise Category Hierarchy level it will be directly linked to. If there are any other hierarchy levels above the one you assigned this new Merchandise Category, then the levels will accompany the MC hierarchy level to which the new MC is assigned.

Next in the process is to create a Merchandise Category Reference Article to ease the process of creating articles that will be assigned to this merchandise category. Since the reference article data will be copied to each article created in the MC in all views, it is necessary to create/maintain the reference article in all distribution chains (sales org/distribution channel – one per company code).

Use the following menu path:

Menu Path: **LOGISTICS > RETAILING > MASTER DATA > MERCHANDISE CATEGORY DATA > MERCHANDISE CATEGORY > CREATE**

Transaction Code: **WG21**

Field Name	Description	R/O/C	User Action/Values	Comments
Merchandise Category		R	Enter the number of the merchandise category per the Merchandise Category Hierarchy (starting with '4', for example 4010101 –T-shirts)	See the naming convention as outlined in the table above
MC Hierarchy Level	Key that indicated the grouping together of merchandise categories	R	Enter the MC hierarchy level to which the Merchandise Category belongs (will always start with a '3')	This assignment MAY be done after the creation of the MC using transaction code WG22
Characteristics profile	Key that specifies the characteristics of generic articles within the merchandise category.	O	Enter the characteristics profile(s) which are to be assigned to the merchandise category. (for example 'SIZE_MEN' for generic articles belonging to a merchandise category using sizes for men's clothing)	This assignment MAY be done after the creation of the MC using transaction code WG22

Press the enter icon to move to the next screen



Merchandise category Edit Goto System Help

Merchandise category: 4031510

Mer.cat. description: CATERING BUS TRIPS

Mdse catgy desc. 2:

Assignment

MC article:

MC ref. article: CATERING BUS TRIPS

Department:

Division:

Authorization group:

Hierarchy assignment

MC hierarchy level: 3031400 CATERING

S	Level	Hierarchy art	Description	Un
<input type="checkbox"/>	01	3031400	CATERING	
<input type="checkbox"/>	02	2030000	MENU-FOOD	
<input type="checkbox"/>	03	1000000	AIMS ASSORTMENT	

Field Name	Description	R/O/C	User Action/Values
Merchandise Category		R	Greyed out cannot be changed Number of the Merchandise category per the merchandise category hierarchy.
MC Description	Description of the Merchandise Category	O	Enter the merchandise category description
Mdse category desc 2	Long Text describing the merchandise category	O	We are NOT USING
Assignment section			
MC Hierarchy Level	Key which indicates the grouping together of merchandise categories	R	Enter the category to which the merchandise category belongs to (this number will always start with a '3' for the next level up)
MC Ref Article	Value – only material number	O	If the reference article has been created, enter the number here
Department		O	We are NOT USING
Division		O	We are NOT USING

Press the Save icon



Create Merchandise Category Reference Article

A Merchandise Category Reference Article is created to ease the process of the creation of articles belonging to the merchandise category. The default values of the fields maintained during the MC reference article creation processes are copied to articles which are to be created within the merchandise category.

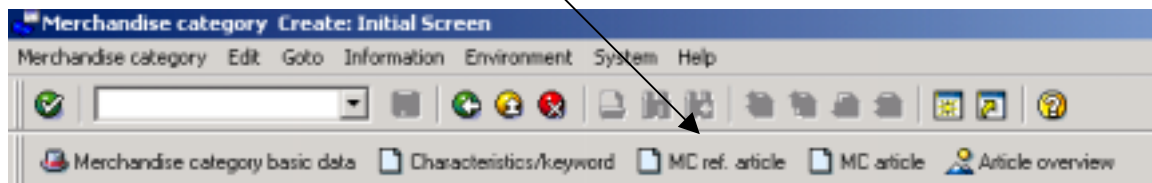
The article type controls the possible views for the MC Reference Article. Use an existing Reference Article with similar attributes (Article Type, replenishment requirements) as a template for a new Reference Article.

When a MC Reference Article is created, the base (or standard/inventory) unit of measure and an article description must be entered. The Reference Article will save a lot of time and effort because all the default field values will be copied into the new articles created within the MC.

	NOTE: The Reference Article has to be maintained for all distribution chains (combination of the sales organization and the distribution channel), so that when an article is created, it can be listed to any site, to which the merchandise category is assigned. By listing an article, all store specific data is copied from the reference article, which has to be maintained for the reference site of the distribution chain. This is done by maintaining the article for the distribution chain of the site, to which the article is to be listed. The MC Reference Article can only be changed using WG22 or MM42.
--	---

Enter the Merchandise Category number in the Initial Screen, In our example we are using the MC that we just created **Catering Bus Trips - 4031510**

To access the Article creation process from the Initial Screen, click on the MC ref article pushbutton on the Application toolbar.



The MC Reference Article numbers are assigned externally. It is recommended that we use the following numbering/naming convention: The letters REF plus underscore plus the MC number (REF_4XXXXXX), for example, 'REF_4010101' for the MC reference article of the Merchandise Category '4010101 – Clothing'.

Create Article (Initial Screen)

Article Edit Goto Environment System Help

Article: REF_4031510

Article type: Trading goods

Mdse category: 4031510

Artl category: Merchandise category refs

Areas of validity

Purchasing org. []

Vendor []

Sub-range []

Sales org. 1034

Distr. channel 01

Distr. center []

Store []

Reference article

Article []

Views

- Screen description
- Basic Data
- Listing
- Purchasing
- Sales
- Logistics: Distribution Center
- Logistics: Store
- POS

Default areas of validity

Default views

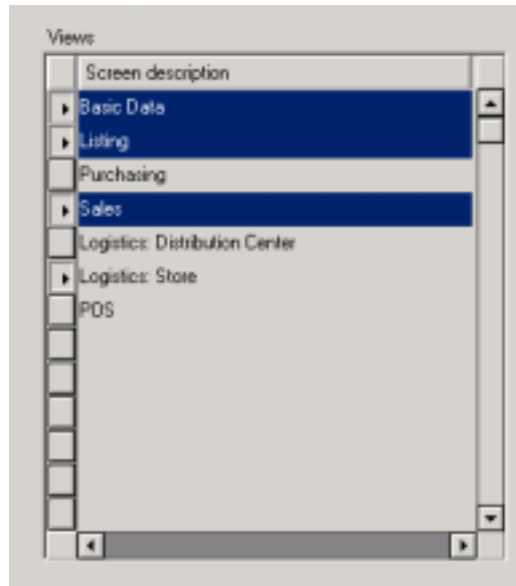
On the screen shown here, "Create Article: Initial Screen", enter the information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action/Values
Article	Key identifying article	R	Enter the MC reference article number per the numbering/naming convention described above. Use the format 'REF_4XXXXXX'
Article type	Group to which the article is assigned	R	Select from the dropdown arrow. Select the article type for the article that you are creating. For example, Trading Goods(HAWA), Non-stock article (NLAG), Service article (DIEN), etc.
Merchandise Category	Key used to group together several articles or services with the same attributes, and to assign them to a particular merchandise category	R	Enter the merchandise category or use the drop down arrow to aid in selecting the correct MC, if it hasn't been defaulted.
Area of Validity Section			
Purchasing		O	Leave Blank
Vendor		O	Leave Blank
Sub-range	Sub-division of a vendor's overall product range according to various criteria	O	Not Used
Sales Organization	Number of the Sales Organization	C	Enter Sales Organization number. A reference sales organization is to be entered . for example, 1034 – JAX NAS. Relevant reference article data for other sales organizations will be copied later.
Distribution Channel	Number of the distribution channel	C	Enter the default value of 01
Distribution Center	Number of the distribution center	O	Not Used
Store	Number of the store	O	Leave Blank. Data is maintained on the reference site level.

Reference Article Section			
Article	Similar article from which the system obtains selected values	O	The entry of a reference article here can save a lot of time, as the key fields are filled with values from the reference article.

Select the following views from the window on the right by clicking in the small box next to the view's name.

- Basic Data
- Listing
- Sales
- Logistics: Store



Press the Enter icon  to proceed to the Basic View .

Retail (MM)

The three windows below all show parts of the Basic Data tab input screen:

This screenshot shows the 'Basic data' tab of the SAP input screen. The menu bar includes 'Article', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The 'Additional data' button is highlighted with a blue arrow. The 'Check screen data' button is also visible. The 'Basic data' tab is selected, and the 'Listing', 'Purchasing', 'Sales', 'Logistics: DC', 'Logistics: store', and 'POS' tabs are also visible. The 'Article' field contains 'REF_4031509' and the 'Description' field contains 'CATERING PICNIC BASKETS'. The 'Merchandise' field is empty. The 'Components' button is visible. The 'Characteristic values' button is also visible. The 'Units of measure/EANs/dimensions' table is shown with columns: 'AUr', '<=>', 'Number', 'LUr', 'BUr', 'OUr', 'D/I', 'SUr', 'EAN/UPC', 'Ct', 'AUr', 'A', and 'Gross weight'. The table has one row with the value '1.000' in the 'Number' column. The 'Delete line' button is at the bottom left. The 'Entry' field shows '1 of 1'.

AU	<=>	Number	LU	BU	OU	D/I	SU	EAN/UPC	Ct	AU	A	Gross weight
EA	<=>	1.000	EA									
	<=>											
	<=>											
	<=>											

This screenshot shows the 'Groupings' and 'General data' sections of the SAP input screen. The 'Delete line' button is at the top left. The 'Entry' field shows '0 of 0'.

Groupings

Mdse category	4031509	Article type	HAWA
Industry sector	1	Division	
Prod.hierarchy		Ext. mer. cat.	
Auth. group		ABC indicator	
Pl. rel. att.		Pricing profile	
Price band cat.			

General data

Tax class	0	Tax data		<input type="checkbox"/> W/ empties BOM
Valuation class	3100			
City of origin		Reg. of origin		
Comm./imp. code		Haz. att. no.		
Stor. conditions		Temperature		
Container		<input type="checkbox"/> Batch rec.		
Disc. in kind				
Seas. att. cat.				

Internal logistics data

Purch. group		Asmt. list type	1
Supply source		Procure. rule	

Internal logistics data	
Purch. group	<input type="text"/>
Supply source	<input type="text"/>
Trans. group	0001
Mer.cat. SAtts	<input type="text"/>
GR slip qty	<input type="text"/>
Layout mod.	<input type="text"/>
<input type="checkbox"/> Addnl LModules	
Asmt list type	1 <input type="button" value="↑"/> <input type="button" value="↓"/>
Procure. rule	<input type="text"/>
Loading group	0001
GenItemCatGroup	NORM Standard item
Var. order unit	<input type="text"/>
Sort sequence	<input type="text"/>
Service agreemnt	<input type="text"/>

Contents	
Net contents	<input type="text"/>
Gross contents	<input type="text"/>
Content unit	<input type="text"/>
Comp. price unit	<input type="text"/>

Validity	
Valid from	02/21/2001
Valid to	12/31/9999
X-site status	<input type="text"/>
X-DChain status	<input type="text"/>
Old artl number	<input type="text"/>
Season category	<input type="text"/>
Valid from	<input type="text"/>
Valid from	<input type="text"/>
Season year	<input type="text"/>


Expiration date	
Rem. shelf life	<input type="text"/>
Tot. shelf life	<input type="text"/>
Period ind.	D
Rounding rule	<input type="text"/>
Storage %	<input type="text"/>

The fields on the three screen windows shown above should be filled in as specified by the table below:

Field Name	Description	R/O/C	User Action/Values
Article Description	Description of the article	R	Enter the description of the reference article
Alternative Unit of Measure	Unit of measure in which quantities can be entered as an alternative to the base unit of measure/stock-keeping unit.	R	Enter the base unit of measure and any additional units of measure with their respective conversions for the UoM.
Base UoM	Indicator identifying the stock-keeping (inventory) unit of measure	R	Check the Radio button
Order UoM	Indicator identifying the unit in which the article is purchased.	O	Check the Radio button if applicable.
Delivery UoM	Indicator identifying the unit in which the article is purchased.	O	Check the Radio button if applicable.

Retail (MM)

Sales UoM	Indicator identifying the unit in which the article is purchased.	O	Check the Radio button if applicable.
General Data Section			
Tax Class	Key that identifies the tax classification of an article	R	Enter the default value of '01'
Valuation class	Default value for valued stocks of this article	R	Will default to the correct value. Do Not Change!
Internal Logistics Section			
Assortment List type	Key that assigns an article to an assortment list type	R	Enter the default value of '1'
Transportation Group	A grouping of materials that share the same route and transportation requirements	R	Enter the default value of '0001'
Loading Group	A grouping of materials that share the same loading requirements	R	Enter the default value of '0001'
Contents			Not Used
Validity			Not Used
Expiration Date			Not Used

Press the Enter Key  to proceed to the next view selected, the Listing View.

Create Article REF_4031510 (Listing)

Article Edit Goto Environment System Help

Article Additional data Area of validity Different areas of validity Check screen data

Basic data Listing Purchasing Sales Logistics: DC Logistics: store PDS

Article: REF_4031510 CATERING BUS TRIPS Merchandise ...

Sales org: 1034 NAS Jacksonville

Distr. chl: 01 MWR Distr.Ch.

General control parameters for listing/assortment management

Assortment grade ☐ Ext. ass't priority ☐

Listing: store

LP for stores: 01

Listed from: 02/22/2001 Listed to: 12/31/9999

For sale from: 02/22/2001 For sale till: 12/31/9999

Listing: distribution center

LP for distr. centers: K1 ±

Listed from: 02/22/2001 Listed to: 12/31/9999

For sale from: 02/22/2001 For sale till: 12/31/9999

Assortments Distribution chains

Listing View Input Requirements:

Field Name	Description	R/O/C	User Action/Values
LP for Stores	Procedure to use to list articles for store assortments	R	Enter the listing procedure. Default value B1
LP for distr. Centers	Procedure to use to list articles for DC assortments	R	Not used, but the listing procedure must be entered. Default value K1

Press the Enter icon  to proceed to the next view, the Sales View

Create Article REF_4031510 (Sales)

Article: REF_4031510, Description: CATERING BUS TRIPS, Merchandise ...

Sales org.: 1004, NAS Jacksonville

Dist. chl.: 01, MWR Dist.Ch.

Price list: , SiteGroup: , Site: , Sales unit: EA, Each

Validities for each distribution chain

Sales unit: , Units group: , Min. qty: , EA, DChain-spec: , For sale from: 02/22/2001, For sale till: 12/31/9999, Pr. fixing: , Comp. character: , RoundingPStyle: , Max. qty: , EA, Valid from: , For sale till: 12/31/9999, Item cat. group: NORM, Standard item, ☒ Cash discount

Sales price

Purchasing data

Vendor: , BasicPurchPrice: 0.00, Purchasing org.: 2000, Purch.net/net: 0.00, USD

Calculated price

Markup: , %

Calculation procedure/planning data

PP det. seq.: 01

Information: No vendor could be determined for article REF_4031510

OK, Help

Ignore the warning message “No Vendor could be determined for article XXXXXXXX” and click the button labeled “Other Sales Data” Other sales data on the bottom of the Sales view screen to proceed to enter Account Assignment Group.

Create Article REF_4031510 (Other Sales Data)

Article Edit Goto Environment System Help

Article Main data

Article: REF_4031510 Description: CATERING BUS TRIPS Merchandise ...

Sales org: 1034 NAS Jacksonville

Distr. chl: 01 MWR Distr.Ch.

Grouping terms

Arti statistics grp ☐

Volume rebate group ☐

Commission group ☐

Pricing ref. article

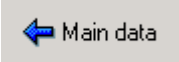
Article pricing grp ☐



Product hierarchy

Acct assignment grp: 03

Item category group: NORM Standard item Gen. item cat. grp: NORM Standard item

Field Name	Description	R/O/C	User Action/Values
Grouping terms section			
Acct assignment grp	Group of articles with the same accounting requirements	R	Choose the account assignment group using the drop down arrow. Enter group 03

Click on the Main data icon  on the application toolbar to return to the Sales view.

Press Enter   twice to proceed to the next view selected: the Logistics: Store View.

Create Article REF_4031510 (Logistics: Store)

Article Edit Goto Environment System Help

Article Additional data Area of validity Different areas of validity Check screen data

Logistics: DC Logistics: store POS

Article: REF_4031510 CATERING BUS TRIPS Merchandise ...

Sales org: 1034 NAS Jacksonville

Distr. chl: 01 MWR Distr.Ch.

Store:

RP parameters

RP profile: Base unit: EA

RP type: ND Lot size:

Reorder point: Max stock level:

Safety stock: Min SafetyStock:

RoundingProfile: Rounding value:

Units group: Service level:

Replenishment parameters

Target stock: TargetCoverage: Days

Min. target stk: ☐ Replenish. IM

Max. target stk: ☐ Correct RS

Ext. customer repl. parameters:

Forecast parameters



Forecast prot.: Forecast model: 0

Period ind.: W Last forecast:

Smth prom. cons: Ref. site/cons:

Field Name	Description	R/O/C	User Action/Values
Logistics Store tab heading			
RP Type	Key to determine whether and how material is planned	R	Enter RP type from the drop down arrow if Material Replenishment Planning (MRP) is to be used for this article. Choose 'ND' if no MRP is to be used.

Lot size	Key that determines which lot-sizing procedure the system uses with MRP	C	Enter lot size, if MRP is used for this article. Default lot size for MRP is 'EX'
Reorder Point	Quantity at which the system will initiate a requirement planning	C	Enter the article reorder point if MRP is used for this article
Stock Planner	Specifies the number of the MRP controller responsible	C	Enter the article stock planner if MRP is used. The default stock planner for articles relevant for MRP is '001'
Planned Delivery time	Number of days needed to obtain the article if it is procured externally	C	Enter the planned delivery time, if MRP is being used for this article
Automatic PO	Indicator specifying that Purchase Orders are generated automatically when requisitions are converted.	O	Check if Purchase Orders are to be automatically created.
Negative stocks	Indicates that negative stocks of the article are to be allowed.	O	Check if negative stocks will be permitted for ALL articles.
Availability check	Specifies whether and how the system checks availability and generates requirements for materials planning	R	Enter availability check type 'KP' from the drop down arrow.
Storage location	Default storage location for external procurement	R	Enter the default storage location '0001'

Press Enter  to save and exit or click on the Save icon. 

You will receive a message stating that **“Article REF_4031510 created and reserved for merchandise category 4031510”**.



Change Merchandise Category and Reference Article

Merchandise categories are used to group logical business groups of articles together into sub-categories, (i.e., Pastries, Cakes, Pants, etc.) which roll up into categories. Each existing and new article must be assigned to one of the merchandise categories (MCs).

The data that may be changed in a Merchandise Category is limited to:


- The Merchandise Category description
- The assignment of the Merchandise Category Reference Article
- The Merchandise Category Hierarchy level**

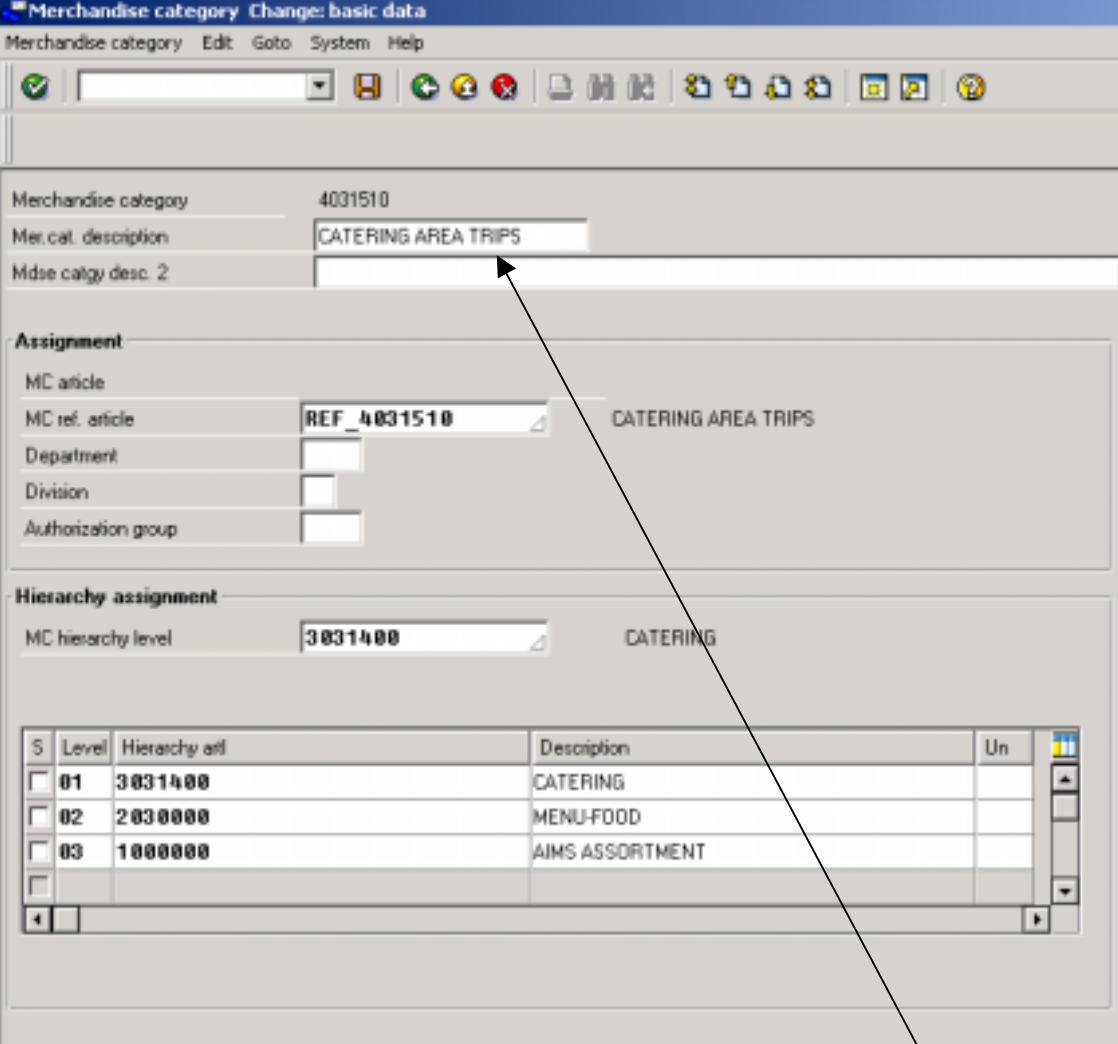
NOTE: ** It is recommended by SAP, that the Merchandise Category not be reassigned to a different Merchandise Category hierarchy. Reclassification is possible and easy if you do not need to tie together the article sales history. However, if you want to tie the history together, then this process is very difficult.

You may use the following menu path to access this transaction:

Menu Path: **LOGISTICS > RETAILING > MASTER DATA > MERCHANDISE CATEGORY DATA > MERCHANDISE CATEGORY > CHANGE**

Transaction Code: **WG22**

On the Initial screen as shown above, enter the Merchandise Category Number to be changed. In our example, we have entered Merchandise Category 4031510 and we press the Enter icon .



Merchandise category Change: basic data

Merchandise category Edit Goto System Help

Merchandise category 4031510

Mer. cat. description CATERING AREA TRIPS

Mer. cat. desc. 2

Assignment

MC article

MC ref. article REF_4031510 CATERING AREA TRIPS

Department

Division

Authorization group

Hierarchy assignment

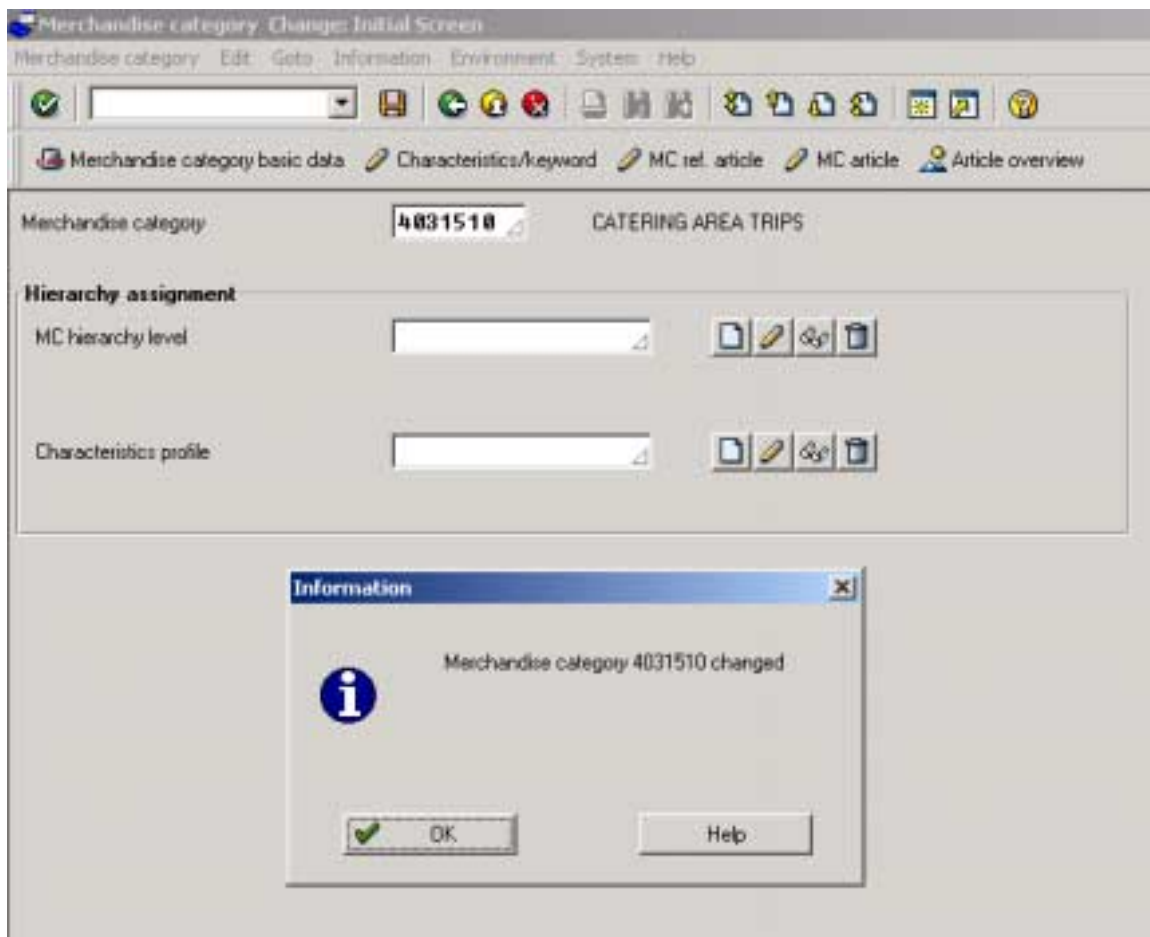
MC hierarchy level 3031400 CATERING

S	Level	Hierarchy artl	Description	Un
<input type="checkbox"/>	01	3031400	CATERING	
<input type="checkbox"/>	02	2030000	MENU-FOOD	
<input type="checkbox"/>	03	1000000	AIMS ASSORTMENT	

The only change that we have made to this Merchandise Category (MC) is to change the Mer. cat. Description from 'CATERING BUS TRIPS' to 'CATERING AREA TRIPS'.

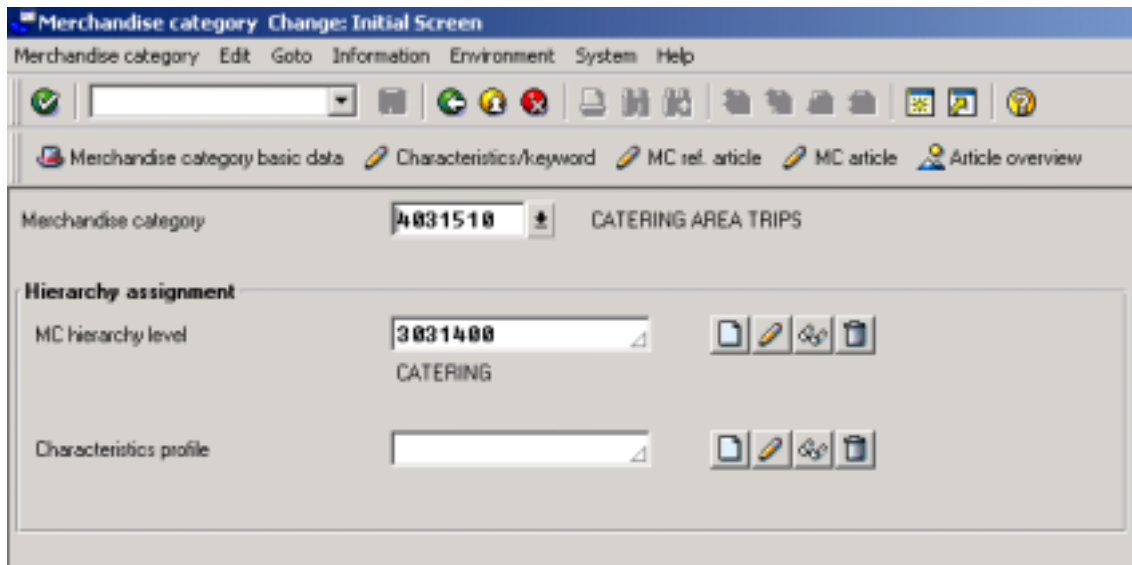
We now click the Save icon to save our changes.

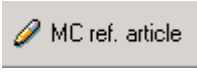




Change Merchandise Category Reference Article

Merchandise Category Reference Articles are created to aid in the creation of articles belonging to the Merchandise Category. The default values maintained during the MC reference article set up are copied to an article which is to be created within the merchandise category. The possible available views for the MC Reference Article are controlled by the article type.



From the Merchandise category Change: Initial Screen shown above, we click on the **MC ref. Article** icon on the application toolbar .

Change Article (Initial Screen)

Article: REF_4031510

Areas of validity

Purchasing org.

Vendor

Sub-range

Sales org.

Distr. channel

Distr. center

Store

Reference article

Article

Views

- Screen description
- Basic Data
- Listing
- Purchasing
- Sales
- Logistic: Distribution Center
- Logistic: Store
- PDS

Default areas of validity

Default views

Within the Change process for the Reference Articles, there is only one Required Field for the screen shown above and that is the Article number. We have entered the REF_4031510 Reference article for our example.

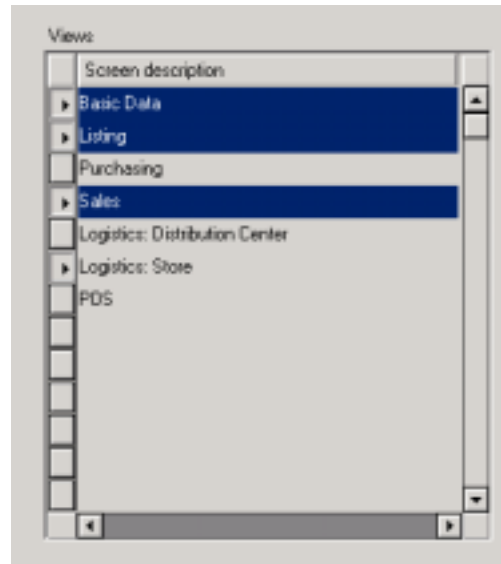
This table shows the Optional fields that may be filled in.


Input – Optional Fields	Field Value/Comments
Purchasing Organization	Leave blank! We do NOT maintain the purchasing view for a MC Reference Article. As this article is a reference only, we will never be purchasing it. We will not maintain a purchasing view, thus not creating an info record for the reference article.

Vendor	Leave blank! We do NOT maintain the purchasing view for a MC Reference Article. As this article is a reference only, we will never be purchasing it. We will not maintain a purchasing view, thus not creating an info record for the reference article.
Sub-Range	Not Used
Sales Organization	Enter the sales organization for which the MC reference article is to be changed.
Distr. Channel	Enter the distribution channel for which the MC reference article is to be changed. Default is '01'
Distr. Center	Not Used
Store	Used ONLY if 'Logistics: Store' view is to be maintained at the MC Reference article creation for data specific to one site. If not specified, the data is maintained at the reference site level for each distribution chain.

We only maintain the following views for reference articles. Select the following:

- Basic Data
- Listing
- Sales (Other Sales Data)
- Logistics: Store



Press the Enter  icon to proceed to the Basic Data view.

Change Article REF_4031510 (Basic Data)

Article Edit Goto Environment System Help

Article REF_4031510 CATERING AREA TRIPS Merchandise ...

Basic data Listing Purchasing Sales Logistics: DC Logistics: store POS

Components Characteristic values

Units of measure/EANs/dimensions

Alt	<=>	Number	LU	BU	OU	D/I	SU	EAN/UPC	Dt	Au	A	Gross weight
EA	<=>	1.000	EA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
	<=>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
	<=>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
	<=>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	

Delete line Entry 1 of 1

Groupings

Mdse category 4031510 Article type HW/A

Industry sector 1 Division ☐

Prod hierarchy Ext. mer. cat.

Auth. group ABC indicator ☐

Pt. sel. art. Pricing profile ☐

Price band cat. ☐


General data

Tax class. 0 Tax data ☐ w/ empties BOM


Basic Data View Input Requirements Table

Field Name	Description	R/O/C	User Action/Values
Article Description	The Article Description	R	This may be changed. In our example, as shown, we changed this description from CATERING BUS TRIPS to CATERING AREA TRIPS.
Alternative Unit of Measure	Unit of measure which may be used with the base unit of measure	R	Cannot be changed
Base UoM	The inventory unit of measure	R	Cannot be changed
Order UoM	Unit in which the article is purchased	O	


Delivery UoM	Unit in which the article is delivered	O	
Sales UoM	Unit in which the article is sold	O	
Tax Class	Identifier of the tax classification of the article	R	Default value, may NOT be changed
Valuation class	Default value for the valuation class for valuated stocks of this article	R	Default value, may NOT be changed
Assortment List type	Key that assigns the article to an assortment list type	R	Default value, may NOT be changed
Transportation type	A grouping of materials that share the same route and transportation requirements.	R	Default value, may NOT be changed
Loading group	A grouping of materials that share the same loading requirements	R	Default value, may NOT be changed

Press the Enter icon  to proceed to the next view selected. The Listing View.

Field Name	Description	R/O/C	User Action/Values
LP for Stores	Procedure to use to list articles for store assortments	R	Default value B1, may not be changed.
LP for distr. Centers	Procedure to use to list articles for DC assortments	R	Default value K1, may not be changed.

Press the Enter icon  to proceed to the next view selected. The Sales View.

Ignore the warning message: “No Vendor could be determined for article xxxxxxxx”.

Scroll to the bottom of the page and click the  button.

Change Article REF_4031510 (Other Sales Data)

Article: Edit | Go to | Environment | System | Help

Article ← Main data

Article: REF_4031510
 Sales org: 103N
 Dist. chl: 01

CATEGORIC AREA TRIPS
 Account assignment group for t...

Article: REF_4031510
 Sales org: 103N
 Dist. chl: 01

Grouping terms

Art statistics grp: ☐
 Volume rebate group: ☐
 Commission group: ☐
 Pricing ref article: ☐
 Article pricing grp: ☐
 Product hierarchy: ☐
 Acct assignment grp: 03
 Item category group: NORM Standard item

Quantity stipulations

Minimum order qty:
 Minimum delivery qty:
 Max. delivery qty:
 Delivery unit:

Product attributes

☐ Product attribute 1
☐ Product attribute 2
☐ Product attribute 3
☐ Product attribute 4
☐ Product attribute 5

Account assignment group for t...



ACC	Description
03	Resale Revenue
04	Program Revenue
05	Rental Revenue
06	Catering Resale Rev.
07	Ticket Revenue
08	Cust. Sec. Dep. (D)
09	UQ Rn Prepay (A)
10	Unearned Income (U)
11	Returned Checks (R)
12	Deposits
13	Unearned Income non-
14	Gratuities Due Emplo
15	Service Charges Due
16	UQ Sundry Revenue
17	NFC Ground School In
18	NFC Flight Hours Rev
19	NFC Inflight Instruc
20	Dues/Membership
21	NFC Initiation/Trans
22	Vending Machine Conn
23	Vending Machine Paya
24	Other Revenue


ORM Standard item

✓ ↵ ⏏

The Acct assignment grp is one of the fields that may be changed. This field is a grouping of articles with the same accounting requirements. In our example, we are NOT changing the assignment from '03' but we are illustrating the use of the drop down arrow to make another selection if needed.

Click on the Main data button  to return to the Sales view screen.

Press the Enter icon twice   to proceed to the next view selected. This would be the Logistics: Store view where nothing may be changed using this transaction.

Press Enter to exit and save the changes or press the Save icon .



Delete Merchandise Category and Reference Article

When a merchandise category is no longer used, it may be deleted if no active articles are assigned to the merchandise category, and all hierarchy assignments can be deleted with it. In addition, the MC cannot be assigned to any sites. Also, when a merchandise category has been created in error, it can be deleted without much difficulty.

NOTE: The deletion of a merchandise category should always be considered very cautiously, as many factors and areas within the system are effected by the decision.

In order to delete a Merchandise Category, the following conditions must be fulfilled:


- No articles (except the value-only and the Reference articles) are assigned to the Merchandise Category.
- The Merchandise Category is NOT assigned to any sites.
- If articles are assigned to this merchandise they will need to be reassigned first (this is only possible, if no stocks exist for the articles to be reassigned). You will need to use the following transaction codes to do this:
 - ✓ WRC4 – Reclassification of Merchandise Category
 - ✓ WRCV – Activate Reclassification
- If the merchandise category is assigned to merchandise category hierarchy levels, these assignments do not have to be deleted specifically. The assignments will be deleted automatically, when the merchandise category is deleted.

Use the following menu path to access this procedure:

Menu Path: **LOGISTICS > RETAILING > MASTER DATA > MERCHANDISE CATEGORY DATA > MERCHANDISE CATEGORY > DELETE**

Transaction Code: **WG23**

On the screen “Merchandise category Delete: Initial Screen”, enter the information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action/Values
Merchandise Category	The number of the MC	R	Enter the Merchandise Category that is to be deleted.
MC Hierarchy level	MC Hierarchy	O	Click on the Display assignment icon  to display the hierarchical assignment of the MC to be deleted.

Press the Enter icon  to access the Basic Data view screen.

Merchandise category Delete: basic data

Merchandise category Edit Goto System Help

Delete MC

Merchandise category 4031510

Mer.cat. description CATERING AREA TRIPS

Mdse catgy desc. 2

Assignment

MC article

MC ref. article REF_4031510 CATERING AREA TRIPS

Department

Division

Authorization group

Hierarchy assignment


MC hierarchy level 3031400 CATERING

S	Level	Hierarchy artl	Description	Un
<input type="checkbox"/>	01	3031400	CATERING	
<input type="checkbox"/>	02	2030000	MENU-FOOD	
<input type="checkbox"/>	03	1000000	AIMS ASSORTMENT	

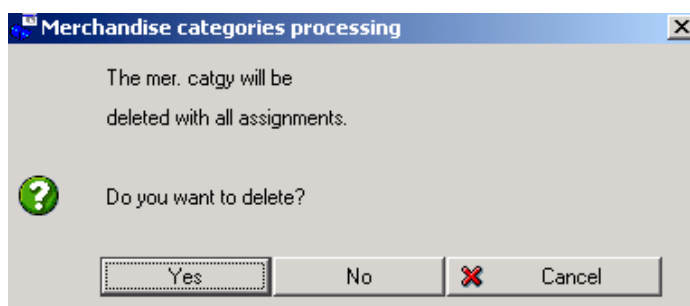
On this screen, the “Merchandise category Delete: basic data”, check the information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action/Values
Merchandise Category		R	Number of the merchandise category per the merchandise category hierarchy (starts with a '4')
Mer cat. Description	Description of the category	O	
Mdse catgy desc 2	Long text describing the article	O	Not Using
MC Ref article	Value-only material number	O	If a merchandise category reference article was created and assigned, the Reference Article number is displayed here.
Dept		O	Not Using
Division		O	Not Using

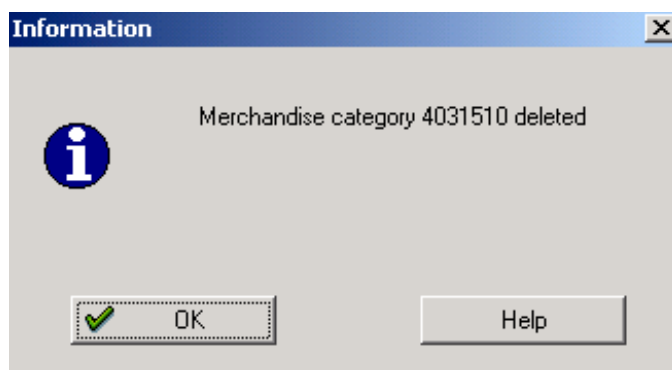
Authorization Group		O	Not Using
MC Hierarchy level	The MC hierarchy level to which the MC is assigned.	C	

Click on the button labeled 'Delete MC'  Delete MC on the application toolbar.

You will first see a confirm message on the screen.



Click the Yes button and you will receive a final confirmation of the action.





Create Merchandise Category Reclassification Version

There might be a time when our present grouping of articles into specific Merchandise Categories or hierarchies does not accurately reflect the way we are doing business at that time. At that point it will be necessary to reclassify existing Articles, Merchandise Category Hierarchies, and Merchandise Categories.

We will create a Merchandise Hierarchy reclassification variant to change the assignments of Articles or Merchandise Category objects to a different Merchandise Category object. Reclassification should be carried out only when a business has changed drastically – history data does not move with a reclassification. Reclassification happens when Articles or Merchandise Category objects no longer belong to their assigned category due to the changes in the business.

This process of reclassification of articles and or merchandise will be managed at the MWR headquarters level.

The process requires two steps:


1. Create the reclassification parameters: WRC4. Create a new MC Reclassification variant.
2. Executes the parameters: WRCV. Activate a reclassification variant.

The following article categories can be reclassified: (1) Single articles and (2) Generic articles with variants.

The following constraints exist:

- No historical data is changed automatically, including the Information System.
- Neighboring systems and their documents (for example, FI, CO, HR) are not changed and therefore remain unaffected by the reclassification process.
- Conditions, which have been defined for source and/or target objects, remain entirely unchanged. Defined Merchandise Category conditions will continue to apply for all Articles in this MC. So, if an Article is moved to a different MC, it will be subject to the condition already defined for this target MC.
- Closed Purchase Orders and/or purchase order items (including the document archive) are not changed.

To speed the process of building the selection tree, specify the objects in the data selection screen.

Before a Reclassification version is saved, conduct a ‘consequences’ check, using the icon on the application toolbar  Consequences. This procedure reviews possible errors, which may occur, or to check other impacts the reclassification might have.

If an article is to be moved to a merchandise category that has a characteristics profile attached to it, you must make the decision whether the article should be attached to the MC or to the profile.

The system checks the characteristics of source and target objects: reassignment is only possible if the characteristics and characteristic values of the source also exist in the target.

The system checks the level at which stock is managed in the affected sites: if in one site, the stock is managed at a higher level than simply on an article basis, then reclassification is only possible if the value-only article remains the same or if no stock exists anyway.

You may process the error log and change the reclassification version, if necessary.

As part of the whole process, you save the reclassification version. This is a simulation version, which means that it does not take effect until it is actually activated. You may change this version right up until its activation date.

You can change the following assignments:

- Articles to merchandise category
- Merchandise category to merchandise category hierarchy level
- Merchandise category hierarchy level to another merchandise category hierarchy level.

You may use the following menu path to access the process:

Menu Path: **LOGISTICS > RETAILING > MASTER DATA > MERCHANDISE CATEGORY DATA > HIERARCHY ASSIGNMENT > RECLASSIFICATION CREATE VERSION**

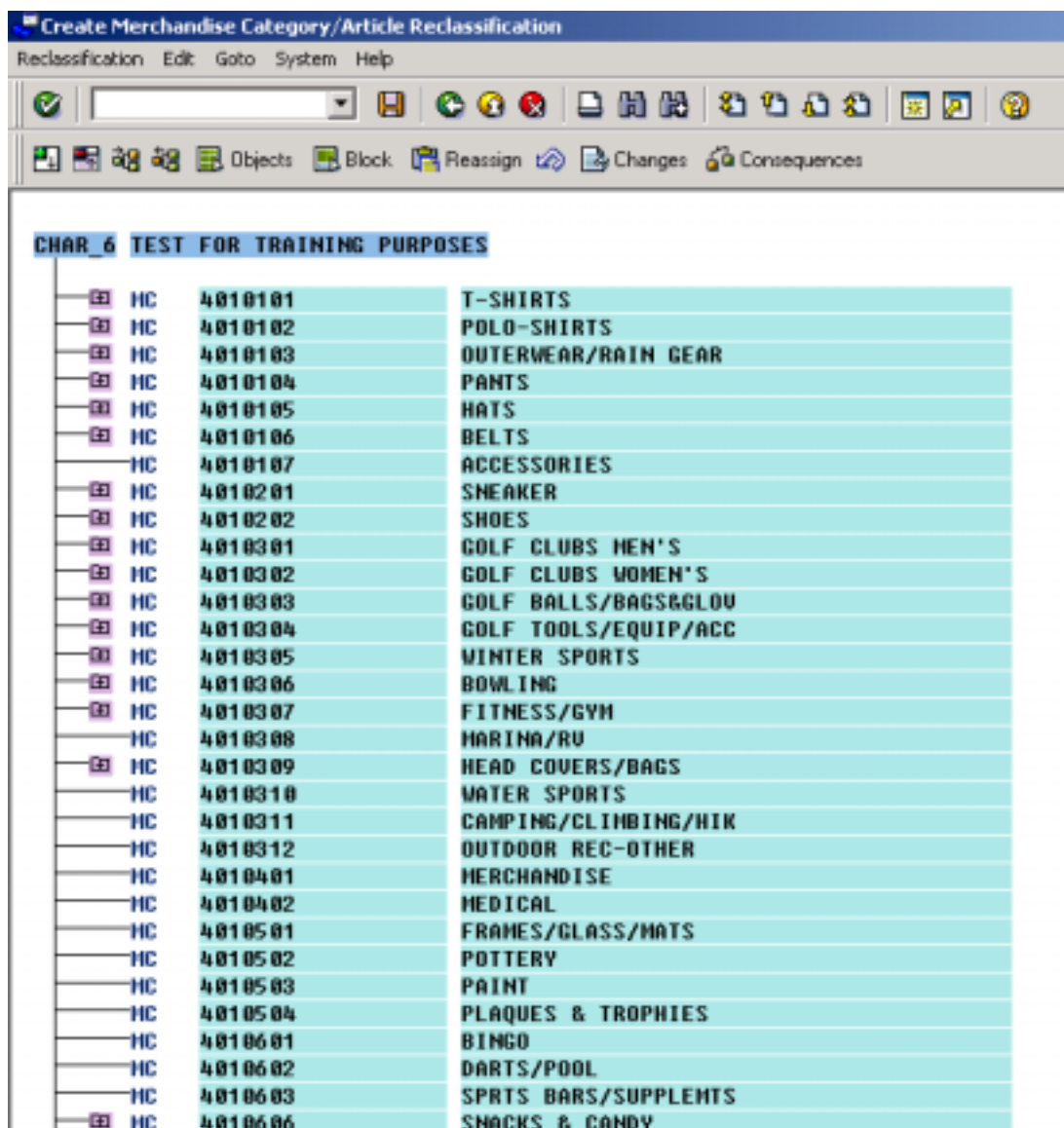
Transaction Code: **WRC4**

In this data selection screen “Create MC reclassification version” , enter data as required in the table below:



Field Name	Description	R/O/C	User Action/Values
Change Identification	User defined identification of the reclassification tree	R	Enter a ‘new’ change identification. For ease of tracking, use a numbering system such as CHAR_2, CHAR_3, etc.
Description	Enter your description of the change	O	
Selection for reclassification objects			
MC objects	The following are MC objects: <ul style="list-style-type: none"> • Merch. Category • MC hierarchy level • Characteristics profile 	O	Enter a range of MC objects. All Merchandise Category objects which will be affected have to be included in the selection.(i.e., if you wish to move an article from MC 4010101 to MC 4080101, the range will have to be 4010101 > 4080101.)
Article	Article #	O	Enter the article number or a range of numbers
Scheduling			
Immediately	Check box	R	Click on this check box for immediate changes.






Reclassification planned for	Activation date	C	Future effective date.
-------------------------------------	-----------------	---	------------------------

Press the Execute icon  to proceed to the next screen.

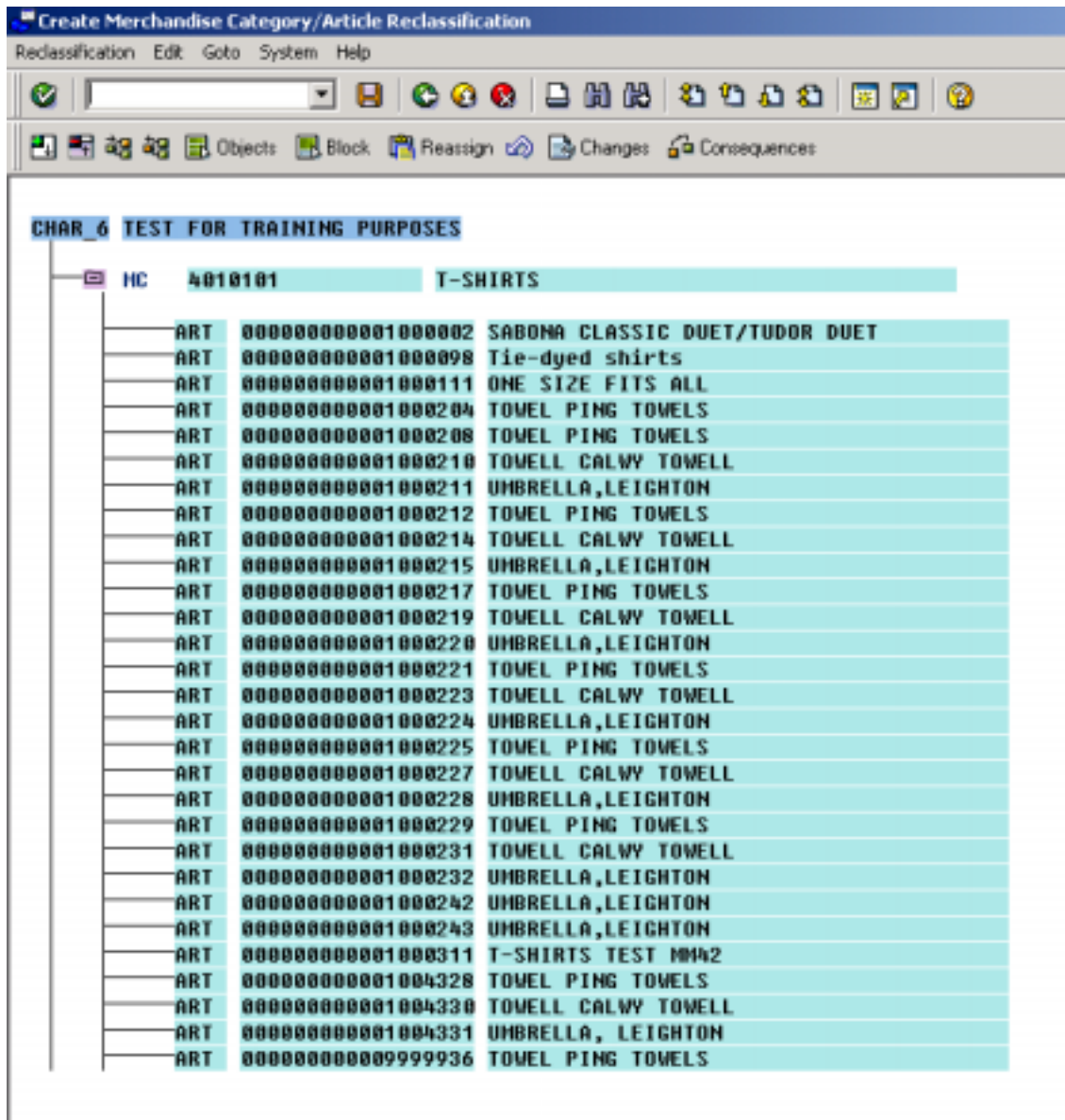


In the data selection screen, 'Create Merchandise Category/Article reclassification', use the following steps:

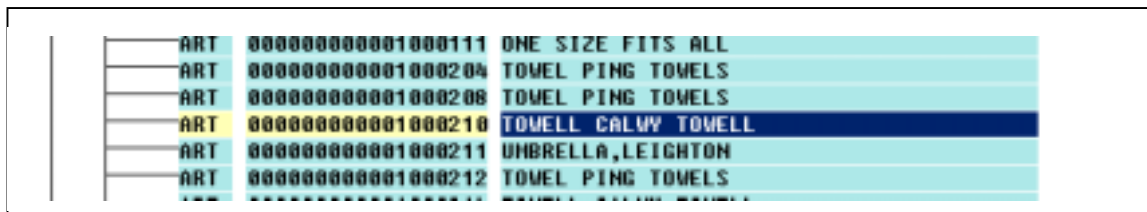
- Expand the tree structure by clicking on the  next to the object (the merchandise category or the merchandise category hierarchy level) or click the  icon to expand all the trees automatically.

- Click on the objects button  Objects to select the objects individually or use the Block button  Block to select more than one object at a time.
 - To select a block of objects, click on the first object, then click on  Block ; select the object at the end of the block and click the  Block again.
- Move to and select the new destination object
- Click the Reassign button  Reassign to reassign the object.

We have selected one object and click the expand all  icon as an example shown below.



We have expanded the MC 4010101 category. We then selected the Article as shown below, the “TOWELL CALWY TOWELL”.




This is the article we wish to reassign to a new Merchandise Category.






In our example, we decided to reassign the **TOWELL CALWY TOWELL** article To the MC 4010103 OUTERWEAR/RAIN GEAR category. We checked on the MC line to denote the destination of the reassigned article and then clicked the Reassign icon

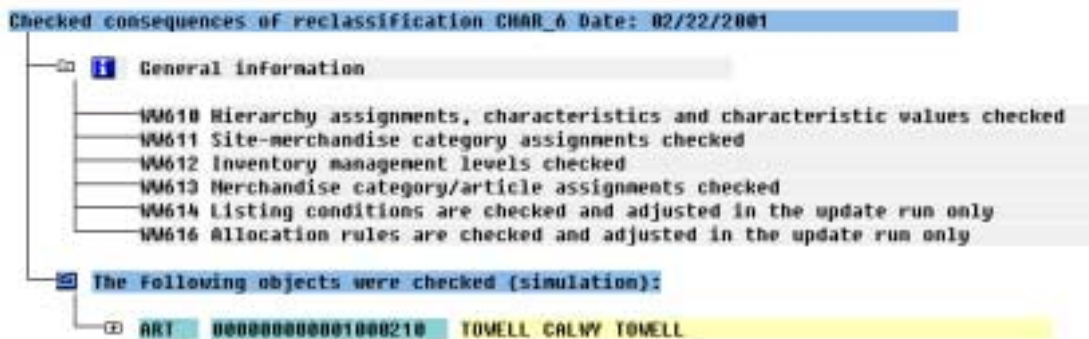



. The article now appears in the tree below the new MC.


We now may execute the change by clicking on the Save icon.  OR

- Before executing the change, we may wish to check the consequences of the change by click on the consequences button  Consequences .

- Expand the trees by clicking on the  next to the message type or click the  icon to expand all the trees automatically.



- Expand the tree for individual objects (already done, if  was used for the tree expansion.
- Click on a message line to view more detailed information.

Save the reclassification version by clicking on the Save icon .



Activate a Merchandise Category Reclassification Version

This is the second of two steps to reassign Articles, Merchandise Categories and Merchandise Category Hieracrch Levels to support reporting and planning within the Merchandise Category Hierarchy or to reflect changes in the merchandise structure of MWR.

The Merchandise Category Reclassification version has already been designed in WRC4 and saved under a distinctive name. By activating (“updating”) the reclassifiacion version, you confirm that the relevant objects are to be moved on a specified date and – if articles are moved – that the merchandise cateogries are to be changed in open purchase orders. New listing conditions can be created and old ones deleted, as required.

You may access the ‘Access MC reclassifiacion version’ using the following menu path:

LOGISTICS > RETAILING > MASTER DATA > MERCHANDISE CATEGORY DATA > HIERARCHY ASSIGNMENT > RECLASSIFICATION > ACTIVATE VERSION



Transaction code: **WRCV**

The screenshot shows the SAP 'Activate MC Reclassification Version' (WRCV) transaction. The window title is 'Activate MC Reclassification Version'. The menu bar includes 'Version', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The toolbar contains various icons for file operations and system functions. Below the toolbar, there is a 'Background job' icon and a text field containing 'CHAR_6'. The main area is divided into several sections: 'Change identification' with a dropdown menu showing 'CHAR_6'; 'Select check options' with four checked checkboxes: 'Change purchase order items', 'Change allocation table items', 'Create new listing conditions', and 'Delete old listing conditions'; a 'Listing procedure' dropdown menu showing 'B1'; a 'Check allocation rule' checkbox which is checked; and 'Processing parameters' with an unchecked checkbox 'Test run without update'.

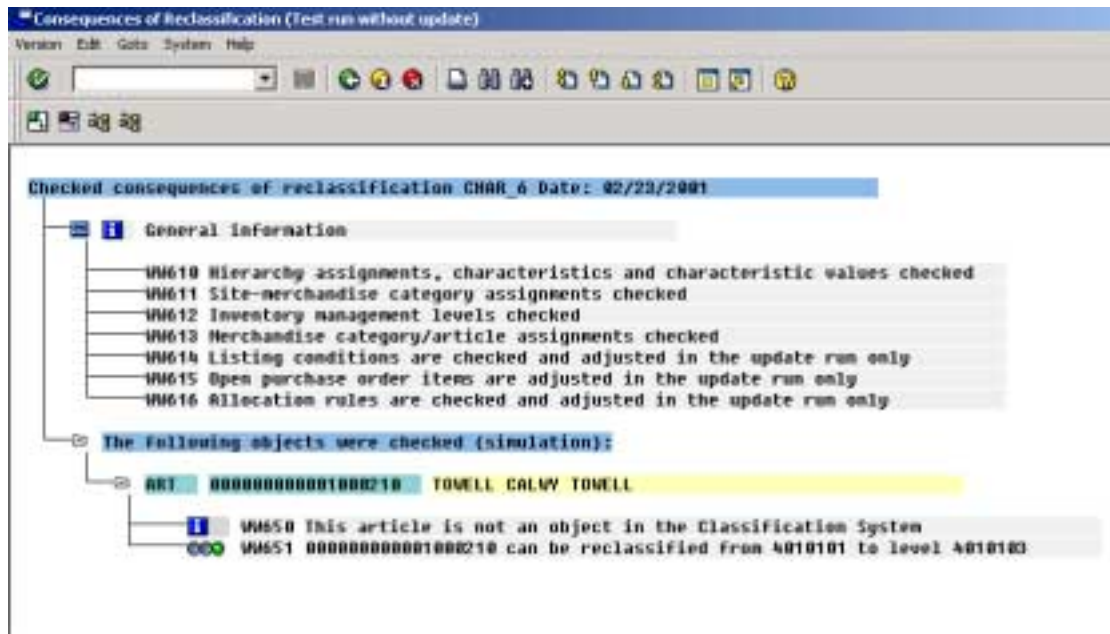
In the data selection screen 'Activate MC Reclassification Version', Enter the fields per the requirements listed in the table below.

Field Name	Description	R/O/C	User Action/Values
Change identification	Enter a new /existing reclassification variant ID	R	Enter the previously created change identification from transaction WRC4
Change PO items	Check box	O	Leave checked . Updates POs based on the change
Change Allocation table	Check box	O	Leave checked . Updates allocation tables based on the change
Change Listing conditions	Check box	O	Leave checked . Updates Listing Conditions based on the change
Delete old Listing Conditions	Check box	O	Leave checked . Deletes Listing Conditions based on the change.
Listing Procedure	Listing procedure used to re-list the reassigned articles	R	Enter 'B1' . This is the listing procedure to use if updating listing conditions is required automatically.
Test run W/O update	Check box	O	Check, if you wish to test the reclassification first without actually creating a version.

To show an example, we have checked the “**Test run W/O update**” check box.



Click the Execute icon  or the background processing icon  Backgr.job to execute the reclassification.

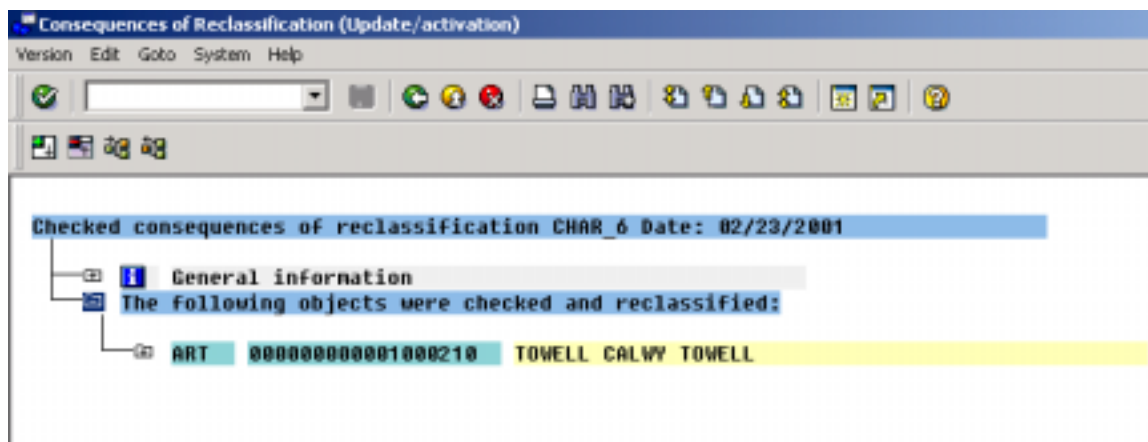
In our test run, we see the following screen:



As you can see from the screen above, we have executed the reclassification version as a Test run without update.

The message states that the article can be reclassified from 4010101 to level 4010103.

We can now uncheck the “Test Run” checkbox. Click the Execute icon  or the background processing icon  Backgr.job to execute the reclassification.





Merchandise Category Analysis

Merchandise Category analysis provides information to Regional Accounting and others for auditing purposes and resource planning. Article purchases by merchandise category, site, time period and total amount can be viewed and reported in one document. Further drill-down capability extends analysis to article level.

View historical data by merchandise category, site, time period, and total dollar amount purchased/invoiced.

LOGISTICS > LOGISTICS CONTROLLING > PURCHASING INFORMATION SYSTEM > STANDARD ANALYSES > MATERIAL GROUP

Transaction code **MCE5**

Material Group Analysis (PURCHIS): Selection

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Purchasing Organization	Denotes the purchasing organization	R	Enter 2000
Merchandise Category	Key that you use to group together several materials or services with the same attributes, and to assign them to a particular material group.	O	You can use material groups to Restrict the scope of analyses If merchandise category is not know, search specifically for material master records via search helps

Retail (MM)

Article	Alphanumeric key uniquely identifying the material	O	Check a specific article's history by entering the article number here.
Site	Specifies the key for a production facility or branch office within the company (that is, the company code).	O	You use the site to further define the report.
Month	Month for which you want the analysis to be carried out.	O	Enter specific period for which the analysis is to be performed.
Analysis Currency	Currency key, in which the data is to be shown.	O	Leave Blank
Exception	The name that clearly identifies an exception.	O	Leave Blank

Select  to generate the report.



Article Master

Article masters are created to define articles. Control of master data depends largely on how each company sets up its Organizational levels - centralized or decentralized. Some article data is valid for all organizational levels while other data is valid only at certain levels (i.e., client, site, sales org., etc.). All functional areas of the system use the same article master data. The article master data is defined in individual screens (departmental views) that can be added as needed. Thus an article can be created with only basic data and other departments can add other information later as it becomes available.

The views possible for an article are controlled by the article type selected. Multiple views of an article are possible but at a minimum, the article needs to have a description and a base unit of measure assigned on the **Basic Data** view. For an article to be used in the system it must be created, or “listed,” for each site. This is done with the **Listing View**. Additional views can be maintained at a later date by extending the article. As additional sites are added, an article will need to be listed to the sites before it can be used there.

The information required to be entered is dependent upon which department views are being created. Thus, article master information is typically entered at different times by numerous system users. Note that to add data in a view or to initially maintain data in a view not maintained when the article was created, the “Change Article” transaction is used.

All data entered for our purposes will be in all caps because of the MWR naming conventions already developed in SAP.

When an article is created the base (or standard/inventory) unit of measure and an article description must be entered.

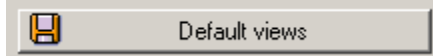
Using a reference article (an article with similar characteristics) saves a lot of effort as all the views will be copied over and can be changed or overwritten. The default reference article is the merchandise category reference article; however, a different reference article can be specified on the initial screen when an article is created.

To set user defaults or views and organizational levels follow these steps:

Views:

- Button: Default views

Select those views to be checked on by default when generating a new Article. Click on

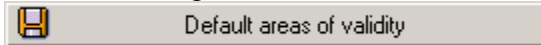


to save for future selections.

Areas of validity:

- Button: Default areas of validity

Enter those organizational levels to be defaulted when generating a new Article. Click on

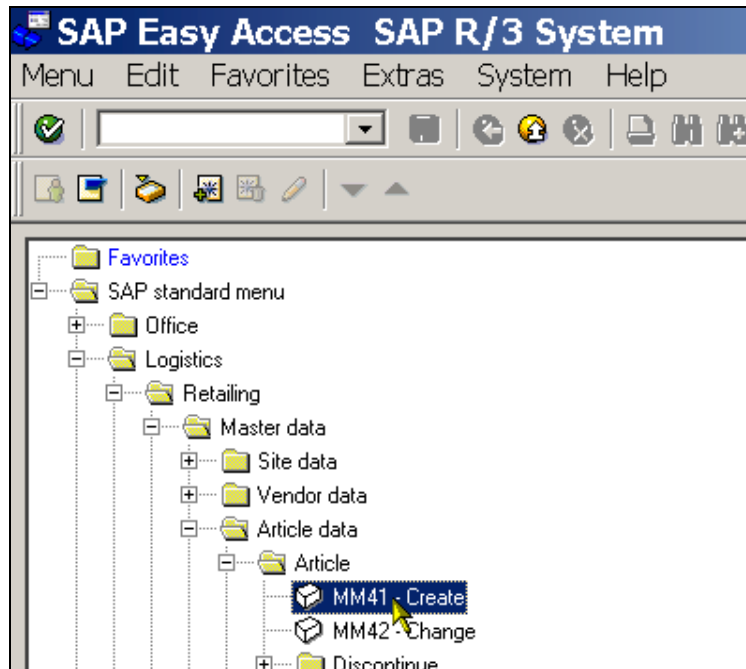


when the selected organizational levels have been entered for future use. To extend an article to a different site requires selecting the new site on the organizational level screen. Note that all views of an article are not extended unless they were selected on the initial screen. In addition, each site may have a different system configuration requiring additional inputs on each of the departmental screens. Article changes made in one site do not change that article in other sites.

**Create Article Master**

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ARTICLE > CREATE

Transaction code **MM41**



If using the menu path, select “**MM41 – Create**” to go to the next screen.

Create Article (Initial Screen)

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

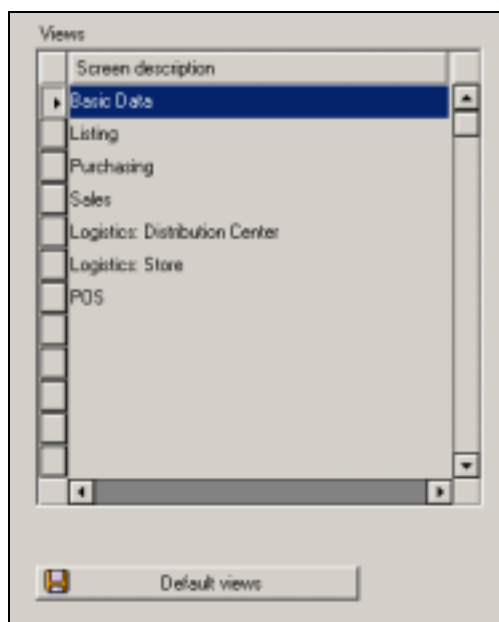
Field Name	Description	R/O/C	User Action and Values
Article	Key identifying article that is system generated	O	Leave blank
Article Type	Group to which article is assigned.	R	Select using the drop down arrow. The following article types are used by MWR: <ul style="list-style-type: none"> - Trading Goods (HAWA) - Services (DIEN) - Non-Stock Articles (NLAG)
Merchandise Category	Key that you use to group together several articles or services with the same attributes	R	Enter merchandise category or select via drop down arrow

Article Category	Grouping of articles according to their characteristics	R	Select using the drop down arrow. The following article categories are used by MWR: <ul style="list-style-type: none"> - Generic Article has variants called characteristics - Single Article
Purchasing Organization	Number of purchasing organization	C	Select purchasing organization 2000 if purchasing view is to be maintained
Vendor	Vendor number	C	Select the vendor number for which the article purchase info record is to be created, simultaneously done by selecting and maintaining purchasing view
Sub-Range	Subdivision of a vendor's overall product range according to various criteria.	O	Not used
Sales Organization	Number of sales organization	C	Select sales organization if 'Sales' view and/or 'Logistics: Store' view is to be maintained
Distribution Channel	Number of distribution channel	C	Select distribution channel if 'Sales' view and/or 'Logistics: Store' view is to be maintained, default value is 01
Distribution Center	Number of distribution center	O	Not used
Store	Number of store	O	Enter the store number if the 'Logistics: Store' view is to be maintained site specific. Leave blank if 'Logistics: Store' view data can be maintained on reference site level (default)

Reference Article	Similar article from which the system obtains selected values.	O	Leave blank, unless new article is based on an existing article different from the merchandise category reference article. Reference data is copied by default from merchandise category reference article.
--------------------------	--	---	---

Select one of the following views. **At least one view must be selected.** The “Basic Data” view is a required view.


Select Views



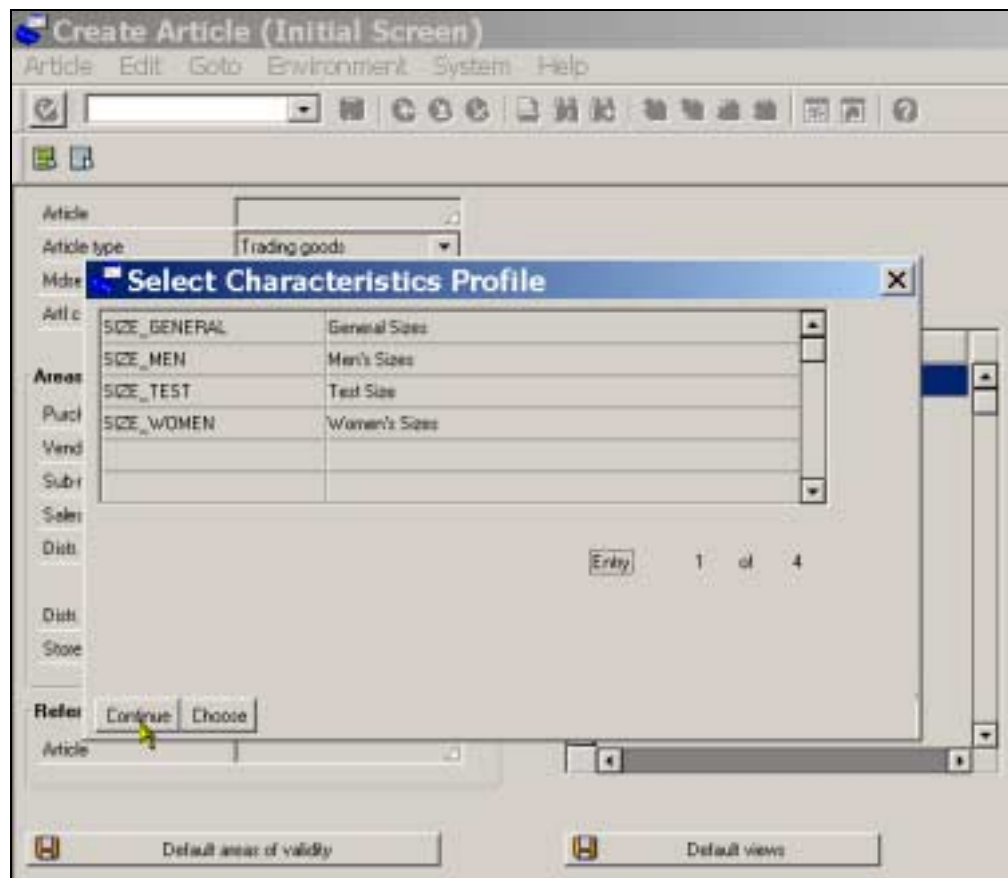
Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Basic Data	Contains basic data of the article such as units of measure	R	
Listing	View to maintain the listing of the article to the stores	O	Requires entry in fields “Sales Organization” and “Distribution Channel”

Purchasing	Maintain purchasing info record for each vendor	O	Requires entry in fields "Purchasing Organization" and "Vendor"
Sales	Maintain Sales specific data	O	Requires entry in fields "Sales Organization" and "Distribution Channel"
Logistics: Store	Maintain logistical data	O	Requires entry in fields "Sales Organization" and "Distribution Channel"
POS	Maintain POS data	O	Requires entry in fields "Sales Organization" and "Distribution Channel"

After selecting the view or views, select  to continue.

Create Article (Initial Screen)




In the example screen print, if a merchandise category containing generic articles is selected to create a single article, a screen will pop up indicating the characteristic profiles. You must click on **Continue** to proceed.

Create Article 1000297 (Basic Data)

Note: Not all fields are visible in this illustration. Scroll down to see all the fields listed.

Field Name	Description	R/O/C	User Action and Values
Article Description	Article Description	R	Replace article description copied from merchandise category reference article
Alternative Unit of Measure (stock-keeping unit)	Unit of measure in which quantities can be entered alternatively to the base unit of measure / stock-keeping unit.	R	Enter the base unit of measure and any additional units of measure with their respective conversions from the base UoM, will default if copied from merchandise category reference article

Base UoM	Indicator identifying the stock-keeping (inventory) unit of measure	R	Will default if copied from merchandise category reference article
Order UoM	Indicator identifying the unit in which the article is purchased	O	Will default if copied from merchandise category reference article
Delivery UoM	Indicator identifying the unit in which the article is shipped	O	Will default if copied from merchandise category reference article
Sales UoM	Indicator identifying the unit in which the article is sold	O	Will default if copied from merchandise category reference article
Tax Class	Key that identifies the tax classification of an article	R	Enter default value 0
Valuation Class	Default value for the valuation class for valuated stocks of this article.	R	Determined per article type and copied from merchandise category reference article. Do not change!
Assortment List Type	Key that assigns an article to an assortment list type	R	Enter default value 1
Transportation Group	A grouping of materials that share the same route and transportation requirements.	R	Enter default value 0001
Loading Group	A grouping of materials that share the same loading requirements	R	Enter default value 0001

Select  to go to next view selected.

Listing View

Create Article 1000298 (Listing)

Article Edit Goto Environment System Help

Article Additional data Area of validity Different areas of validity Check screen data

Basic data Listing Purchasing Sales Logistics DC Logistics store POS

Article: 1000298 REF T-SHIRTS Single article

Sales org.:
 Date:

General control parameters for listing/assortment management

Assortment grade: ☐ Ext. sort priority: ☐

Listing: store

LP for stores: B1 Standard procedure: "Check all"

Listed from: 02/05/2001 Listed to: 12/31/9999

For sale from: 02/05/2001 For sale till: 12/31/9999

Listing: distribution center

LP for distr. centers: B1 Standard procedure: "Check all"

Listed from: 02/05/2001 Listed to: 12/31/9999

For sale from: 02/05/2001 For sale till: 12/31/9999

Note: Not all fields are visible in this illustration. Scroll down to see all the fields listed.

Field Name	Description	R/O/C	User Action and Values
LP for Stores	Procedure to be used to list articles for store assortments	R	Enter the listing procedure, default is B1
LP for distr. Centers	Procedure to be used to list articles for DC assortments	R	Not used, but listing procedure must be entered, default value is K1
Maintain assortments manually	Allows you to exclude certain assortments from listing or to change the listing period for certain assortments.	O	Should only be used for verification purposes
New listing check	Causes the listing check to be carried out again for the listing data maintained, even if you have not changed the data. This can be of use, for example, if the assignment of merchandise categories to sites has changed.	O	Should only be used for verification purposes

Perform Listing (button)		R	Click to perform the listing of articles for sites belonging to the distribution chain specified (area of validity)
Assortments (button)	Displays assortments for listing performed	O	Click to check which assortments have been created after the listing was performed.


When the “Perform listing” is checked, a pop up screen appears. On the pop up screen “Copy Assortment to Article Assignments,” **select the sites where the article is to be listed.** By default, all sites will be pre-selected. **You must unselect all sites to which the articles are not to be listed.**

If listing conditions already exist because the article has already been listed to a site, the “Listed” box on the right will be checked.

Unselecting a site where listing conditions already exist will unlist the article from the site assortment and delete existing listing conditions.

After reviewing selections, click  **Copy** to list the article to the selected sites.

If a site is not displayed in the pop up screen, you might have specified the wrong area of validity. If the area of validity is correct, then the merchandise category of the article might not be assigned to the site. Check the checkbox **Listing errors** on the listing view before performing the listing to display errors.

Select  to go to the next view selected.

Purchasing View

Create Article 1000299 (Purchasing)

Article Edit Goto Environment System Help

Article Additional data Area of validity Different areas of validity Check screen data

Listing Purchasing Sales Logistics: DC Logistics: store POS

Article: 1000299 REF T-SHIRTS Single article
 Vendor: 4000000027 PYA MONARCH
 Purch. org.: 2000 MWR Purchasing Org.
 Site:

General data for each vendor

Avail. from: Available until:
 Order unit: EA Var. order unit:
 Subrange: VSR sort. no.:
 Vendor att. no.: Vend. mat. catg:
 Return/Agreement: Dunning scale:
 Prior vendor: Regular vendor:
 Points: / 1 EA

Source list Texts Info. rec.


Data for each vendor/purchasing organization/site

Purchasing group: Pnd. del. time: days

Note: Not all fields are visible in this illustration. Scroll down to see all the fields listed.

Field Name	Description	R/O/C	User Action and Values
Order Unit of measure	Specifies the unit of measure in which the article is ordered.	O	Defaults from basic data view
Regular Vendor	Specifies that the article is to be procured from this vendor at client level, i.e. for the entire corporate group.	O	Check box
Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.	R	Enter purchasing group using the drop down arrow
Over-Delivery tolerance limits	Percentage (based on the order quantity) up to which an over-delivery of this item will be accepted.	O	Enter percentage

Under-Delivery tolerance limits	Percentage (based on the order quantity) up to which an under-delivery of this item will be accepted.	O	Enter percentage
Plnd Dely Time	Number of calendar days needed to obtain the material or service	O	Enter number of days
Net Price	Price arrived at after taking all discounts and surcharges into account	O	Net price
Price Unit of Measure	Indicates the unit of measurement to which the purchase order price relates.	O	Defaults from basic data view

Select  to go to the next view selected.

Sales View

Create Article 1000299 (Sales)

Article Edit Goto Environment System Help

Article Additional data Area of validity Check screen data

Purchasing Sales Logistics: DC Logistics: store POS

Article: 1000299 REF T-SHIRTS Single article

Sales org.

Distr. chl.

Price list

SiteGroup

Site

Sales unit: EA Each


Sales price:

Current price:

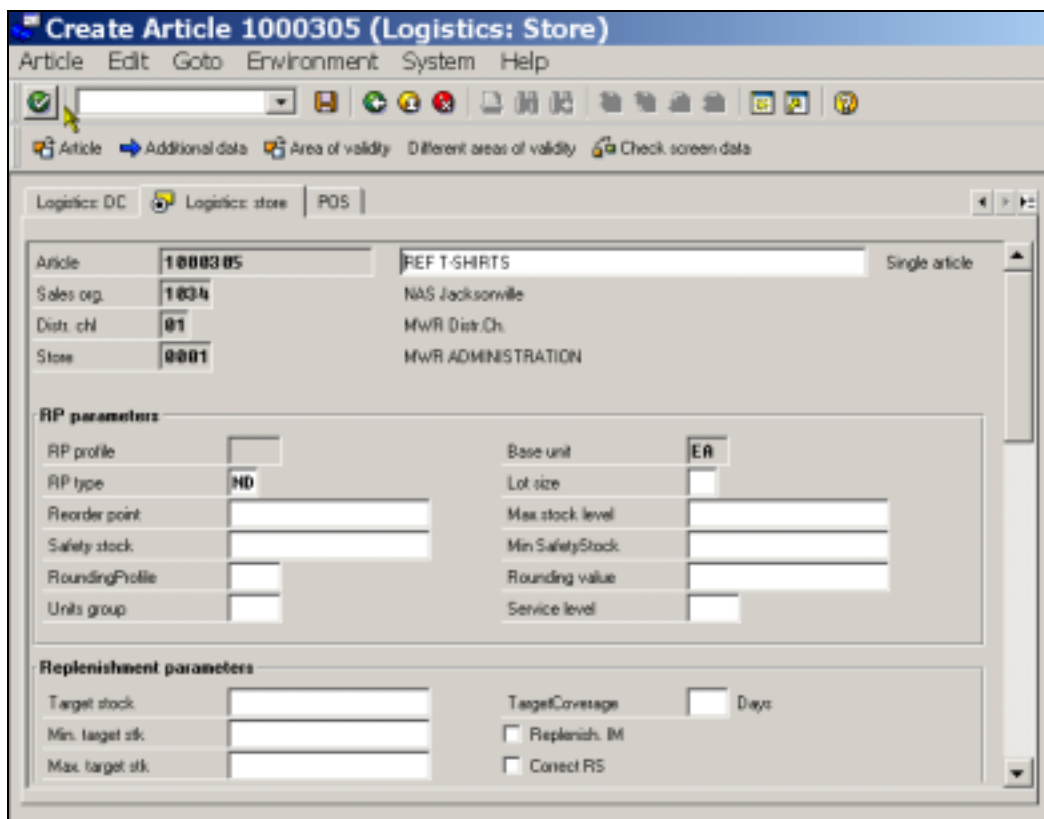
Note: Not all fields are visible in this illustration. Scroll down to see all the fields listed.

Field Name	Description	R/O/C	User Action and Values
Sales Unit of Measure	Unit in which the article is sold	O	Automatically determined when a sales unit of measure was selected in basic data view
Cash Discount	Indicator that specifies whether this article qualifies for a cash discount.	O	Check if discounts are allowed
Vendor	Vendor number	R	Automatically determined from value entered on initial screen
Purchasing Org.	Purchasing Organization	R	Automatically determined from value entered on initial screen
Mark-up	Calculation of the markup on a store article.	O	Enter planned mark-up or leave blank for automatic calculation based on Final price entered
Final Price	The final sales price determined in Sales Price Calculation	O	Enter final price or determine final price by entering mark-up

Save calculated price	Checkbox for selecting the sales-side conditions to be saved	O	Check if the sales price entered or determined is to be saved
Account Assignment Group	Group of articles with the same accounting requirements	R	Choose account assignment group by drop down arrow

Select  to go to the next view selected.

Create Article 1000305 (Logistics: Store)




Note: Not all fields are visible in this illustration. Scroll down to see all the fields listed.


Field Name	Description	R/O/C	User Action and Values
RP Type	Key that determines whether and how the material is planned.	R	Enter RP type from pull down menu if MRP is to be used for this article. Choose 'ND' if no MRP is to be used

Lot Size	Key that determines which lot-sizing procedure the system uses within materials planning to calculate the quantity to be procured or produced.	C	Enter lot size, if MRP is used for this article, default lot size for articles relevant for MRP is EX
Reorder Point	Quantity at which the system will initiate a requirement planning	C	Enter article reorder point, if MRP is used for this article
Stock Planner	Specifies the number of the MRP controller responsible for material planning for the material.	C	Enter article stock planner, if MRP is used for this article default is 001
Planned Delivery Time	Number of calendar days needed to obtain the material or service if it is procured externally.	C	Enter article planned delivery time, if MRP is used for this article
Automatic PO	Indicator specifying that purchase orders are generated automatically when requisitions are converted (that is to say, the POs are not displayed on the screen for the user to explicitly save)	O	Check if automatic purchase orders are automatically be created, checked by default
Negative Stocks	Indicates that negative stocks of the material are allowed at the plant.	O	Check if negative stocks are to be permitted, checked by default
Availability Check	Specifies whether and how the system checks availability and generates requirements for materials planning.	R	Enter availability check type 'KP,' select using drop down arrow.
Storage Location	Default storage location for external procurement	O	Enter default storage location, '0001' is default

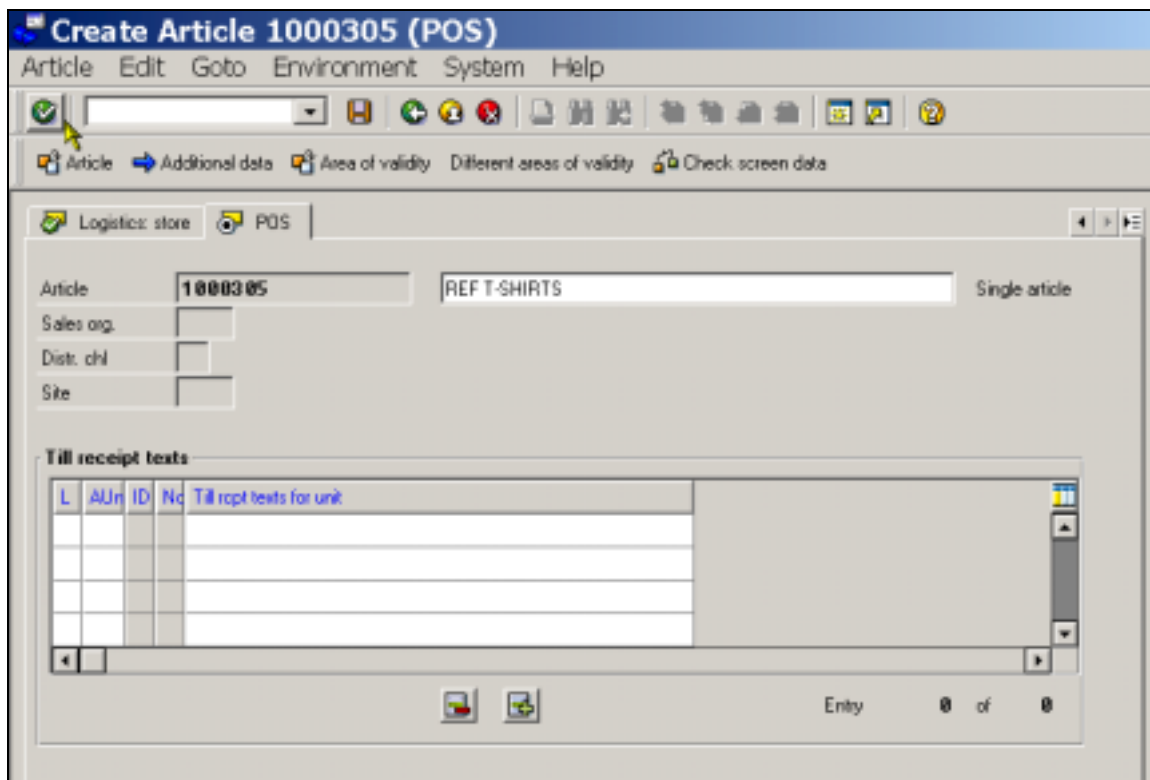
Click on button "Accounting" at bottom of screen.

Accounting	Section subscreen		
Current Valuation	Field Group		
Mov. avg. price	The system calculates the moving average price automatically by dividing the article value in the stock account by the total of all storage location stocks in the site concerned. It changes the price with each valuation–relevant movement.	R	Enter the best estimate of the purchase price for this article. If no price is entered, then any goods issues that occur before receipt of goods or valuation of consignment articles will have a zero cost of goods sold.

Select  or hit F3 to return to the Logistics: Store view.

Select  to proceed to next view selected.

POS View



Note: Not all fields are visible in this illustration. Scroll down to see all the fields listed.

Field Name	Description	R/O/C	User Action and Values
L	Language key for cash receipts	O	Enter language key 'EN' when specifying cash register receipt texts
AUn	Unit of measure for which the cash register receipt text is to be specified	C	When specifying cash register receipt texts, enter the unit of measure here, can only consist of a unit of measure defined in the basic data view
Till rcpt text for unit	This description is assigned to an actual unit of measure of the article and has a specific meaning such as label text or receipt text.	C	When specifying cash register receipt texts, enter the text here

Select  to save the article.



Change Article Master

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ARTICLE > CHANGE

Transaction Code: **MM42**

Do this when a request has been made to change one or more fields in the Article master views.

Fields within the Article master can be added and maintained after the initial creation process. Some fields cannot be changed after creation and some should not be changed without proper precautions.

To change an Article master record, the data for the view you want to change does not have to have been maintained. It will be retrieved from the merchandise category reference article if maintained.

On screen “Change Article : Initial screen”: enter information as shown in the table below:

Change Article (Initial Screen)

Article: 1000305

Areas of validity

Purchasing org: 2000
 Vendor: A00000002P
 Sub-range:
 Sales org: 1004
 Dist. channel: 01
 Dist. center:
 Store: 0028

Reference article

Article:

Views:

- Screen description
- Basic Data
- Pricing
- Purchasing
- Sales
- Logistics: Distribution Centre
- Logistics: Store
- POS

ENV2 (1) (200) * newmag5 INS 10.25

Field Name	Description	R/O/C	User Action and Values
Article	Article number	R	Enter the Article number if known or search via matchcode
Purchasing Org.	Purchasing Organization	C	Defaults to 2000
Vendor	Vendor number	C	Enter the vendor number if known or search by matchcode
Sub-Range	Subdivision of a vendor's overall product range according to various criteria.	O	Not used
Sales Org.	Sales Organization	C	Enter the sales organization if known or search by matchcode
Distr. Channel	Distribution Channel	C	Defaults to 01
Distr. Center	Distribution Center	O	Not used
Store	Store	O	Defaults
Reference Article	Reference Article	O	If a different reference article is to be considered than the merchandise category reference article, enter the article number here.


Select one of the following views (at least one view must be selected):

Field Name	Description	R/O/C	User Action and Values
Basic Data	Contains basic data of the article such as units of measure	O	
Listing	View to maintain the listing of the article to the stores	O	Requires entry in fields "Sales Organization" and "Distribution Channel"
Purchasing	Maintain purchasing info record for each vendor	O	Requires entry in fields "Purchasing Organization" and "Vendor"
Sales	Maintain Sales specific data	O	Requires entry in fields "Sales Organization" and "Distribution Channel"
Logistics: Store	Maintain logistical data	O	Requires entry in fields "Sales Organization" and "Distribution Channel"

POS	Maintain POS data	O	Requires entry in fields "Sales Organization" and "Distribution Channel"
-----	-------------------	---	--



NOTE: On each view you select (except Basic), only certain areas of validity are changeable. To see these areas, on each view, click the Areas of Validity button

 Area of validity

A pop-up screen will appear. Make the appropriate changes on each of these pop-up screens.

Basic Data Tab

Change Article 1000000000 (Basic Data)

Article: 1000000000 Description: FLY DRYADY PAIN PANTS Generic article: ☐

Variant: 1000000000 Description: FLY DRYADY PAIN PANTS, SW, STEEL

Buttons: Basic data | Listing | Purchasing | Sales | Logistics DE | Logistics data | POS

Buttons: Article | Additional data | Check screen data

Buttons: Components

Units of measure/EAN/dimensions

ALN	Unit	Number	UoM	BUY	OU	DA	BUY	EAN/UPC	D	As	A	Gross weight
EA	1.000	EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Buttons: Delete line Entry: 1 of 1

Groupings

Main category: 4010001 Article type: H0000

Industry sector: 1 Division: ☐

Status bar: 37v2 [1] (200) * newcap5 8/15 10:48

Follow the same procedure for all other chosen views. Refer to the table below for the information to be maintained.

Tab	Field Name	Description	R/O/C	User Action and Values
Organizational Levels				
Section Header				
All Tabs	Variant Number	Number of variant of a generic article	O	Enter the number of a variant of a generic article or use drop down arrow to select. Only applicable for generic articles
Listing Tab	Sales Org	Sales Organization	O	If different listing procedures for different distribution chains are to be used, enter sales organization
	Distr. channel	Distribution Channel	C	If different listing procedures for different distribution chains are to be used, enter distribution channel. Required if sales org. is specified.
Purchasing Tab	Purchasing org	Purchasing Organization	R	Required if purchasing tab is selected.
	Vendor	Vendor number	R	Required if purchasing tab is selected.
	Sub-range	Subdivision of a vendor's overall product range	O	Not used
	Site	Site number	O	If different purchasing data is to be maintained for certain sites, specify site, otherwise purchasing data will apply to all sites
	Purchasing Group	Purchasing Group number	R	Required if Purchasing tab Is selected
Sales Tab	Sales unit	Sales unit of measurement	R	Required if sales tab is selected
	Sales org.	Sales Organization	R	Required if sales tab is selected
	Distr. chann	Distribution Channel	R	Required if sales tab is selected
	Site	Site number	O	If different sales data is to be maintained for certain sites, specify site here, otherwise sales data will apply to all sites within the distribution chain (based on distribution chain reference site)
	Site group	Site group number	O	If different sales data is to be maintained for certain sites within a site group, specify site group here, otherwise sales data will apply to all sites within the distribution chain (based on distribution chain reference site). Select site group via drop down arrow, use class type 030.

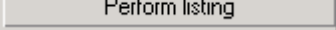
Logistics: Store Tab	Price list type	Price list type	O	Not used
	Sales org.	Sales Organization	R	Required if logistics: store tab is selected, as the data is maintained on distribution chain level (reference site)
	Distr. chann	Distribution Channel	R	Required if logistics: store tab is selected, as the data is maintained on distribution chain level (reference site)
POS Tab	Site	Site number	O	If different logistics data is to be maintained for a site, specify site here, otherwise data will apply to all sites within the distribution chain (based on distribution chain reference site)
	Sales org.	Sales Organization	O	If different POS data for different distribution chains are to be used, enter sales organization
	Distr. chann	Distribution Channel	C	If different POS data for different distribution chains are to be used, enter distribution channel. Required if sales org. is specified
	Site	Site number	O	If different POS data for different sites are to be used, enter site number

Click the Save icon .

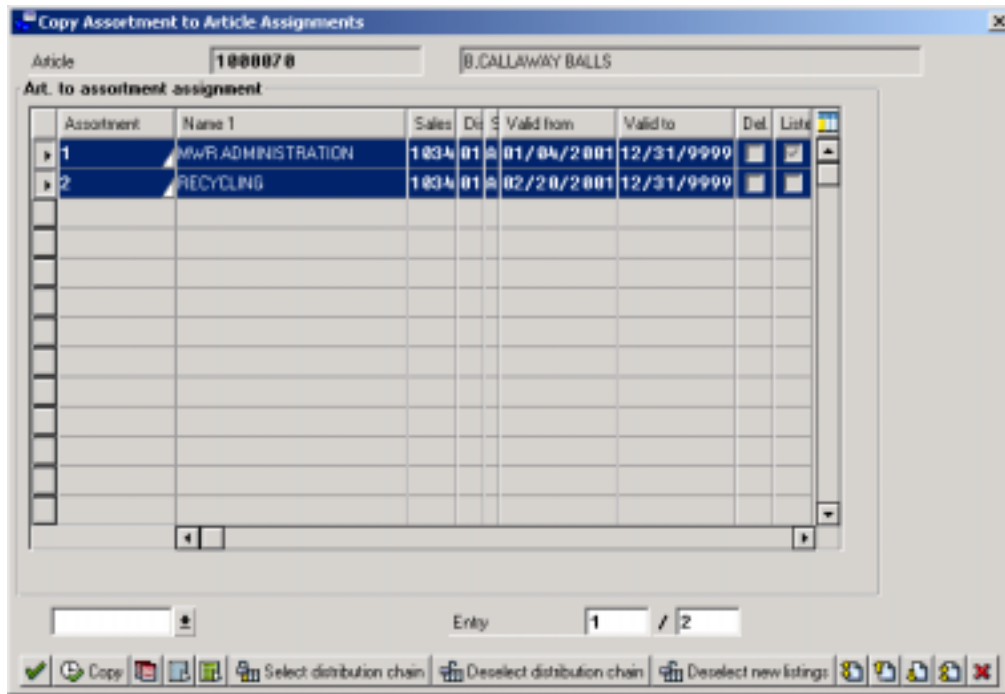
Listing

To list an existing article to additional sites change the data as needed:

Field Name	Description	R/O/C	User Action and Values
Listing	Section Header		
LP for Stores	Procedure to be used to list articles for store assortments	R	Enter the listing procedure. Default value B1
LP for distr. Centers	Procedure to be used to list articles for DC assortments	R	Not used, but listing procedure must be entered. Default value K1
Maintain assortments manually	Allows you to exclude certain assortments from listing or to change the listing period for certain assortments.	O	To list the article to additional sites and to select and verify the sites to which the article is to be listed, this button <u>must</u> be checked. If the button is not checked, the article will be automatically listed to all sites to which the merchandise category of this article is assigned to.
New listing check	Causes the listing check to be carried out again for the listing data maintained, even if you have not changed the data. This can be of use, for example, if the assignment of merchandise categories to sites has changed.	O	Always check this button.
Perform listing (button)		R	Click to perform listing of articles for sites belonging to the distribution chain specified (area of validity)
Listing Error	If you set this indicator and choose Perform listing, the system displays for each assortment all the errors from the listing check	O	Check only if the sites to which the article is to be listed is not displayed on the assortment selection screen, that appears when the Perform Listing button is clicked.
Restrict listing	If this indicator is set, a dialog box appears after you choose Perform listing, where you can select the distribution chains for which the article is to be listed.	O	Not used
Assortments (button)	Displays assortments for listing performed	O	Click to check which assortments have been created after the listing was performed.

Click the Perform Listing button  to perform the listing of articles for sites belonging to the distribution chain specified (area of validity).

On the pop-up screen Copy Assortment to Article Assignments:
Select the sites (assortments) to which the article is to be listed.



By default all sites will be pre-selected, when the pop-up window appears. Unselect all sites to which the articles are not to be listed.

If listing conditions already exist (the article has already been listed to a site), the checkbox “Listed” on the right will be checked.

Unselecting a site where listing conditions already exist, will unlist an article from the site assortment and delete existing listing conditions.

Click button Copy to list the article to the selected sites.

If a site is not displayed in the pop-up screen, you might have specified the wrong area of validity. If the area of validity is correct, then the merchandise category of the article might not be assigned to the site. Check the checkbox Listing errors on the Listing view before performing the listing to display errors.

Click the Save icon  to save the revised Article Master.



Display Article Master

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ARTICLE > DISPLAY

Transaction Code: **MM43**

On the screen titled “Display Article : Initial screen”, enter information as shown in the table below:

Article:

Areas of validity

Purchasing org	<input type="checkbox"/>
Vendor	<input type="checkbox"/>
Sales org	<input type="checkbox"/>
Distribution channel	<input type="checkbox"/>
Distribution center	<input type="checkbox"/>
Store	<input type="checkbox"/>

Views

Screen description	<input type="checkbox"/>
Basic Data	<input type="checkbox"/>
Listing	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Sales	<input type="checkbox"/>
Logistics Distribution Center	<input type="checkbox"/>
Logistics Store	<input type="checkbox"/>
POS	<input type="checkbox"/>

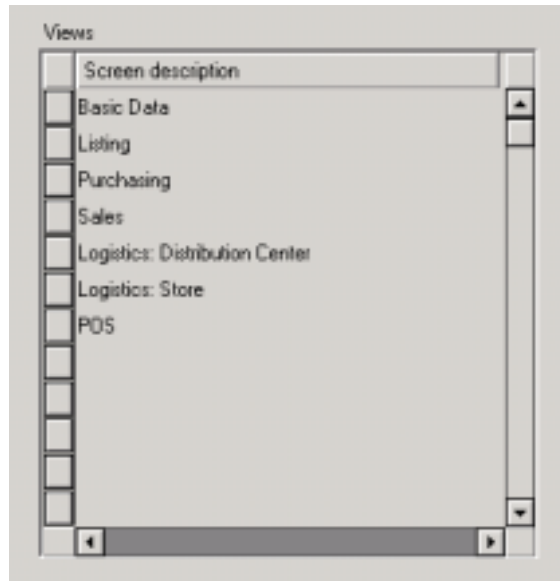
Default areas of validity:

Default views:

DN2 (1) (200) * | newap5 | IN5 | 14.22

Field Name	Description	R/O/C	User Action and Values
Article	Article number	R	Enter the Article number if known or search via matchcode
Purchasing Org.	Purchasing Organization	C	Defaults to 2000.
Vendor	Vendor number	C	Enter the vendor number if known or search by matchcode
Sub-Range	Subdivision of a vendor's overall product range according to various criteria.	O	
Sales Org.	Sales Organization	C	Enter the sales organization if known or search by matchcode
Distr. Channel	Distribution Channel	C	Enter the distribution channel
Distr. Center	Distribution Center	O	Not used
Store	Store	O	Defaults from reference site.
Reference Article	Reference Article	O	If a different reference article is to be considered than the merchandise category reference article, enter the article number here.

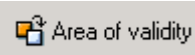
On the right side of the screen, select the view(s) you wish to see displayed.
You must select at least one view.



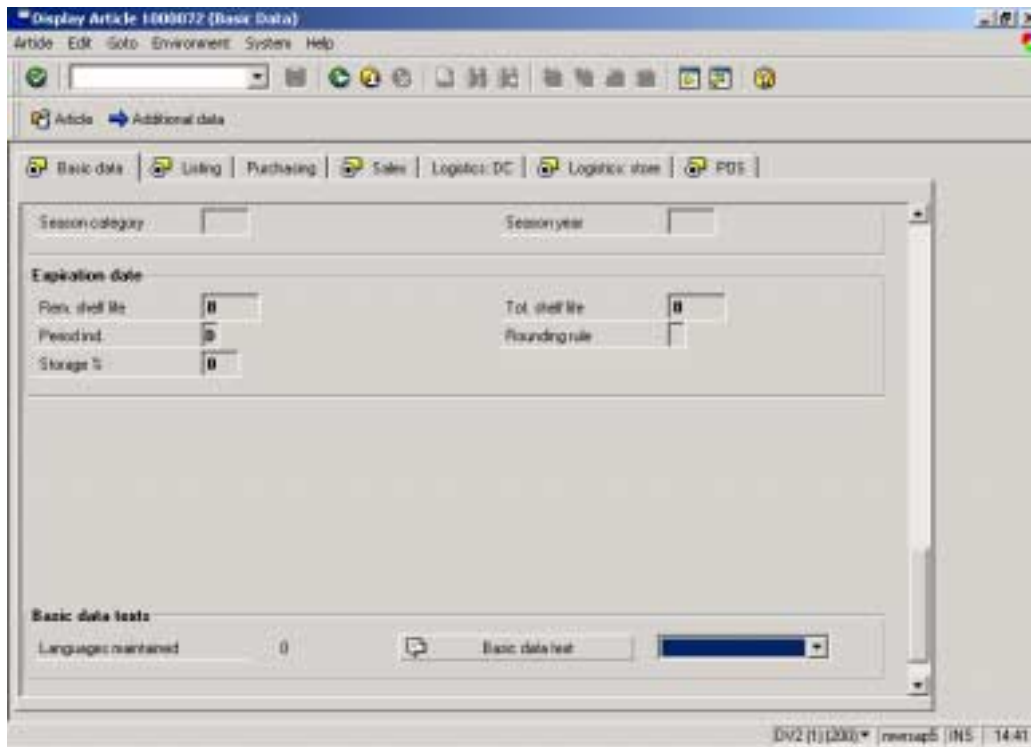
NOTE: The Article type controls which views are displayed. Therefore, specific Article types will not contain certain views.

Click  or press Enter to proceed to Basic or first selected view.


To display different areas of validity click the Area of Validity button



Only the areas valid for MWR will then be shown for each tab.



Click the tab you wish to view. No information can be entered on any of these screens.

Click the Exit  button when you are finished.



Display Article Master Changes

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ARTICLE > DISPLAY CHANGES

Transaction Code: **MM44**

On the screen titled “Change Documents for Article”, enter information as shown in the table below:

Field Name	Description	R/O/C	User Action and Values
Article	Article number	R	Enter the Article number if known or search via matchcode
From change date	Date as from which change documents are to be displayed	O	Enter the date as from which change documents are to be displayed



Click the Execute icon .

You will see a screen listing all changes to the article you entered.

Change documents for article

List Edit Goto Systems Help

List of all change docs for the article 000000000001000072

Date	Time	Changed by	TCode	Change number
01/11/2001	09:03:15	NIKUENNETH	MM02	61878
01/10/2001	17:06:25	NIKUENNETH	MM02	60974
01/05/2001	10:04:23	NIKUENNETH	MM02	58155
01/04/2001	16:14:26	NIKUENNETH	MM02	56830
01/04/2001	12:56:05	WF-BATCH	MM02	54868
01/04/2001	12:56:05	WF-BATCH	MM02	54867
01/04/2001	12:56:04	WF-BATCH	MM02	54866
01/04/2001	12:56:04	SMETHORE	MM01	54865

01/02 (1) (200) | 1000000 | INS | 14:57

Double click any single line item to see the details regarding that change.

Click the Exit icon  when finished.



Article Analysis

User needs to analyze an article's status and history, including goods receipts, goods issues, total consumption, and the value associated with the inventory.

LOGISTICS > RETAILING > INFO SYSTEM/PLANNING > RETAILING > STANDARD ANALYSES > ARTICLE > ARTICLE

Transaction code **MCHP**


Material: Selection

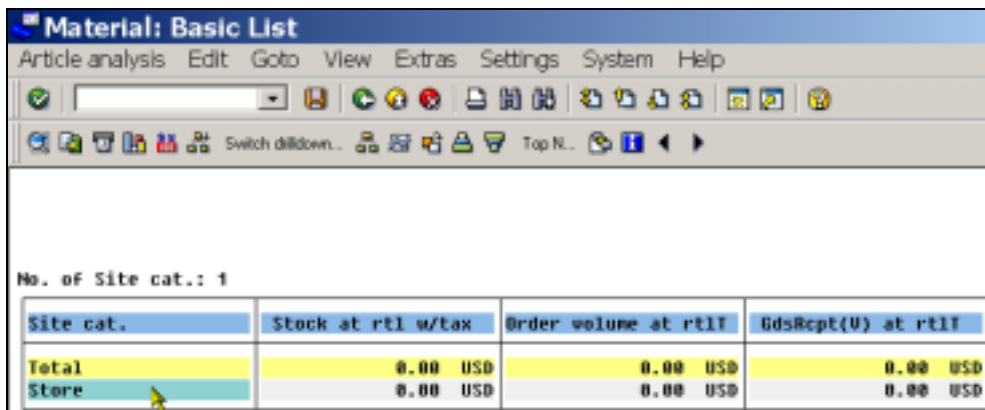
Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Site	Key uniquely identifying a Site	O	Enter a site, range of sites, or leave blank for all sites
Site Category	N/A for MWR	O	Leave blank

Vendor	Alphanumeric key uniquely identifying a vendor.	O	Enter specific vendor number, range of vendor numbers, or leave blank for all vendors.
Merchandise Category 2	Merchandise category hierarchy 2		Enter merchandise category level 1
Merchandise Category 1	Merchandise category hierarchy 1		Enter Merchandise category Level 2
Merchandise Category	Merchandise Category	O	Enter merchandise category
Season Category	N/A for MWR	O	
Price Band Category	N/A for MWR	O	
Article	Alphanumeric key uniquely identifying the material	O	Enter an article or a range of articles.
Month	Month for which you want the analysis to be carried out.	R	Enter a beginning and ending date
Analysis Currency	Currency key, in which the data is to be shown.	O	Only specify a currency if a conversion appears necessary. If no entry is made, the data will be given in the original currency
Exception	N/A for MWR	O	Leave Blank

Note: Although most fields are optional, enter a specific article, or vendor or site. If the date field is the only one filled in, the report will run for all articles, all sites, all vendors, and will tie up the system for an indefinite period of time.

After making suggested entries, select  to continue.



Material: Basic List			
Article analysis Edit Goto View Extras Settings System Help			
No. of Site cat.: 1			
Site cat.	Stock at rti w/tax	Order volume at rti	GdsRcpt{0} at rti
Total	0.00 USD	0.00 USD	0.00 USD
Store	0.00 USD	0.00 USD	0.00 USD

In this screen, drill down to article level and period totals by clicking on a line item at the store level.

Material: Drilldown

Article analysis Edit Goto View Extras Settings System Help

Site cat. Store

No. of Site: 1

Site	Stock at rt1 w/tax	Order volume at rt1T	GdsRcpt(0) at rt1T	Sa
Total	0.00 USD	0.00 USD	0.00 USD	
HMR ADMINISTRATION	0.00 USD	0.00 USD	0.00 USD	


Material: Drilldown

Article analysis Edit Goto View Extras Settings System Help

Site cat. Store Site HMR ADMINISTRATION

No. of Vendor: 3

Vendor	Stock at rt1 w/tax	Order volume at rt1T	GdsRcpt(0) at rt1T	
Total	0.00 USD	0.00 USD	0.00 USD	
SYSCO SOUTHLANTIC F	0.00 USD	0.00 USD	0.00 USD	
PVA HONARCH	0.00 USD	0.00 USD	0.00 USD	
OFFICE MAX	0.00 USD	0.00 USD	0.00 USD	

To exit, select the  icon

LOGISTICS > LOGISTICS CONTROLLING > PURCHASING INFORMATION SYSTEM > STANDARD ANALYSES > ARTICLE

Material Analysis (PURCHIS): Selection

Material Analysis (PURCHIS): Selection

Article analysis Edit Goto View Extras Settings System Help

Selectors User settings Go Standard drilldown

Characteristics

Purch. organization: 2000 to

Article: to

Site: 0001 to

Period to analyze

Month: 12/2000 to 01/2001

Parameters

Analysis currency:

Exception:

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Purchasing Organization		R	Enter 2000.
Article	Alphanumeric key uniquely identifying the material	O	Enter article number (s)
Site	Key uniquely identifying a plant	O	Enter the Site for more detailed results
Month	Month for which you want the analysis to be carried out.	O	Enter period for analysis – See Note
Analysis Currency	Currency key, in which the data is to be shown.	O	Leave Blank
Exception	The name that clearly identifies an exception.	O	Leave Blank

Select  to continue.

Material Analysis (PURCHIS): Basic List

Article analysis Edit Goto View Extras Settings System Help

No. of Article: 55

Article	Order value	Order quantity	GR quantity
Total	159,889.02 USD	13,850.000 ***	8,386.000 ***
	52,344.99 USD	607 EA	300 EA
TOOTH PASTE	2,209.50 USD	453 EA	100 EA
FRANK-BEEF 6/1	974.35 USD	650 LB	714 LB
BEEF GRND CHUCK FT	70.65 USD	2,700 LB	2,700 LB
BEEF CORNED BRSKT	987.00 USD	300 LB	300 LB
CHIPS TORTILLA RES	257.57 USD	43 BAG	41 BAG
LETTUCE-CAL 24 PAL	517.50 USD	30 CAR	30 CAR
BEER HILLER GEN DR	1,200.00 USD	1,440 EA	720 EA
BEER HILLER LITE 2	900.00 USD	1,440 EA	1,080 EA
SODA, COKE CLASSIC			
BOAT CUSHION	675.90 USD	27 EA	0 EA
NIKI MEN'S SHOES	17,550.00 USD	1,170 EA	0 EA
Disney Ticket (Adu	600.00 USD	345 EA	315 EA
Consignment Ticket	1,500.00 USD	600 EA	0 EA
ASHVRTH T SHIRT	12.00 USD	12 EA	0 EA
T SHIRT LADY LOGO			
ASHVRTH AM3933	617.25 USD	120 EA	0 EA

On this screen, double click on the article description to view breakdown of article purchases by vendor:

Material Analysis (PURCHIS): Drilldown

Article analysis Edit Goto View Extras Settings System Help

Article **TOOTH PASTE**

No. of Vendor: 3

Vendor	Order value	Order quantity	GR quantity
Total	2,209.50 USD	453 EA	100 EA
SYSCO GULFATLANTIC	300.00 USD	3 EA	0 EA
PYA MONARCH	210.00 USD	100 EA	100 EA
SOUTHERN WINES AND	1,699.50 USD	350 EA	0 EA

Double click on dollar amount to view amount received against the purchase order(s), and price per unit:

Material Analysis (PURCHIS): Drilldown

Article analysis Edit Goto View Extras Settings System Help

Article **TOOTH PASTE**

No. of Vendor: 3

Vendor	Order value	Order quantity	GR quantity
Total	2,209.50 USD	453 EA	100 EA
SYSCO GULFATLANTIC	300.00 USD	3 EA	0 EA
PVA MONARCH	210.00 USD	100 EA	100 EA
SOUTHERN WINES AND	1,699.50 USD	350 EA	0 EA

Material Analysis (PURCHIS): Drilldown


Article analysis Edit Goto View Extras Settings System Help

Article **TOOTH PASTE**

No. of Vendor: 3

All Key Figures

Vendor	Article	TOOTH PASTE
Total	SYSCO GULFATLANTIC	FOOD
SYSCO GULFATLANTIC	Contract items	0
PVA MONARCH	Deliv. date var. 1	0
SOUTHERN WINES AND	Deliv. date var. 2	0
	Deliv. date var. 3	0
	Deliv. date var. 4	0
	Deliv. date var. 5	0
	Deliveries	0
	Delivery schedules	0
	GR quantity of retur	0 EA
	GR value as at pstg.	0.00 USD
	GR value on order da	0.00 USD
	GR value: rets. as a	0.00 USD
	IR qty. (pstg. date)	0 EA
	IR qty.: returns as	0 EA
	IR quantity (returns	0 EA
	IR value: returns as	0.00 USD
	Invoice amount	0.00 USD
	Invoice amount: Retu	0.00 USD
	Invoice price	0.00 USD
	Invoiced amount	0.00 USD
	Invoiced quantity	0 EA

Click  to exit screen.



Delete Article Client-wide

Use this procedure when an article is no longer used and needs to be deleted. The article is marked for deletion. Certain circumstances prevent the immediate deletion of an article, such as existing stock, assignments to sites, (listing conditions), etc. The article then has to be processed in a work-list before it can be marked for deletion.

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ARTICLE > DISCONTINUE > CLIENT-WIDE

Transaction code **WSE1**

The screenshot shows the 'Discontinue Articles' window in SAP. The menu bar includes Program, Edit, Goto, System, and Help. The 'Execute in background' option (F9) is selected in the menu. The main form contains fields for 'Merchandise category', 'Article' (with value 1004047), and 'Discontinuation date' (with value 03/05/2001). There are also checkboxes for 'Break down generic article', 'Explode assortment', 'Processing type' (Offline checks, Check article in full, Block article).

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Merchandise Category		O	Enter a merchandise category number, if you want to delete all articles within a merchandise category. Careful!!!
Article		R	Enter the article number or a range of articles to be deleted.
Discontinuation Date	The effective date of the article deletion	R	Leave default or enter a specific date in the future for the article to be deleted.

Break Down Generic Article	Indicates that checks carried out for a generic article should also be carried out for its variants.	O	Should be checked, if a Generic Article is to be deleted.
Explode Assortments	<p>An output log is generated, containing a list of articles and all of the assortments in which they appear.</p> <p>If the indicator is set, you can select individual assortments in which you wish the article to be discontinued.</p> <p>If the indicator is not set, you can only discontinue the article at client level (and therefore in all assortments at once).</p>	O	Check, if the article is to be deleted only for certain stores (assortments)
Processing Type Field Group Header			
Offline Checks	<p>Indicates how the articles determined are checked by the system.</p> <p>If the indicator is set, the check takes place in the background. The results of the check are held in a worklist. Once the check is completed, you can display the worklist to see the results.</p> <p>If the indicator is not set, the check takes place immediately. The results are displayed on screen as soon as the checks are completed.</p>	O	Check this box, as the program should only be run in the background.

Check article in full	Indicates that all areas are to be checked when articles are discontinued. If the field is not selected, the system checks each article until it finds the first error. It then moves on to check the next article.	O	If you do not check this box, the program has to be repeated for an article until all errors have been processed. This can be done from within the worklist (Transaction code WSE5) by clicking button Follow-up actions.
Block article	If checked, the article is block, while in article discontinuation	O	Check this box to prevent the article from being used once selected for discontinuation

Select menu path **Program > Execute in background. Always execute this program in background.** Since a lot of data will be checked, performance is much faster in background.

Access transaction to view work list by:

LOGISTICS > RETAILING > MASTER DATA > ARTICLE DATA > ARTICLE > DISCONTINUE > WORK LIST

Transaction code **WSE5**

On the screen “Display Discontinuation Log:”

Review the log messages and change the article in accordance with the instructions.

After clean-up the article can be flagged for deletion. Click the button “Discontinue” on top of the screen.

TICKETS – Overview

Consignment Tickets. It is important to understand that all consignment stock is held as “consignment status/restricted.” Unlike all other inventory which is held as “unrestricted”. Consignment tickets will remain in this “consignment status” until month end at which time an entry is made to move the total quantity of ticket sold that month to “unrestricted” stock status and then settle the amount to the vendor for future payment. Daily sales (either manual or through the POS) occur outside this consignment status/restricted and in effect sales appear to be made in the “negative” as no stock is maintained in unrestricted on an ongoing basis.

Prepaid Tickets. For the most part, prepaid tickets are treated just like any other type of inventory item, stock is held as “unrestricted”. The most important difference is the General Ledger account used to record the value of prepaid tickets on hand (163001). Because it is necessary to maintain a perpetual inventory of all tickets, for those sites that DO NOT have the POS, manual goods movement will be performed to mimic daily sales. No special end of month process is required for prepaid tickets.



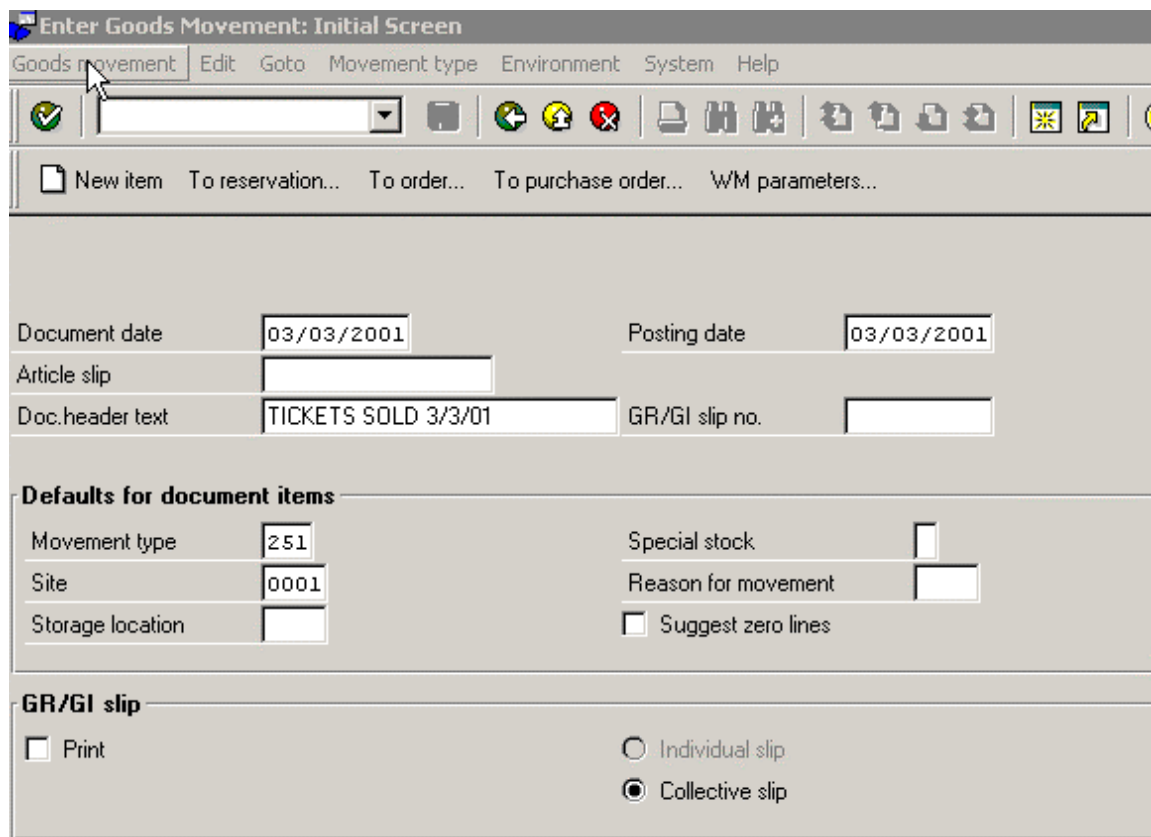
Goods Movement to Record Tickets sold

In cases where a site does NOT have a Point of Sale system, it will be necessary to “mimic” the goods movement of the daily sales using this process. Each day, Daily Activity Records will continue to be posted and should include ONLY the revenue side of the transaction. The expense side/establishment of the liability will be performed using this separate transaction. This process should be performed by the Regional Business Office staff.

This process will be performed for both CONSIGNMENT AND PREPAID TICKETS where NO Point of Sale interface to AIMS is in place!!

**LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY
MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT**

Transaction code **MB11**

Enter Goods Movement: Initial Screen


Enter Goods Movement: Initial Screen

Goods movement Edit Goto Movement type Environment System Help

New item To reservation... To order... To purchase order... WM parameters...

Document date 03/03/2001 Posting date 03/03/2001

Article slip

Doc. header text TICKETS SOLD 3/3/01 GR/GI slip no.

Defaults for document items

Movement type 251 Special stock

Site 0001 Reason for movement

Storage location ☐ Suggest zero lines


GR/GI slip

☐ Print ☐ Individual slip ☒ Collective slip

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	Use the DAR date.
Posting Date	Date that the transaction is to be posted.	R	Use the DAR date.
Article slip	Identifier of an external document	O	Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes that apply to the document as a whole.	O	Enter any necessary notes for this document.
Movement type	Goods movement type.	R	<ul style="list-style-type: none"> • Goods Movement Tickets 251 • Goods Movement Tickets Reversal Tickets 252














Special stock	Special stock identifier	O	Enter the number for the movement type or choose a movement type using the drop down arrow
Site	Site number.	R	Leave Blank! Enter Site Enter or select Site using the drop down arrow.
Reason	Reason Code for Movement	O	Enter Reason Code Enter or select reason from drop down arrow.
Storage Location	Storage location	O	Enter storage loc 0001
Suggest Zero	Select Zero lines Print	O	Decide whether or not to print lines that net to zero.
GR/GI slip no	Goods Receipt/Issue slip number. A number, which uniquely identifies a goods receipt/issue, slip.	O	Automatically selected.





Click  to go to the next screen.

Enter Goods Movement: New Items

Enter Goods Movement: New Items

Goods movement | Edit | Goto | Movement type | Environment | System | Help

    To reservation... To order... To purchase order...

Movement type GI for sales

Cost center

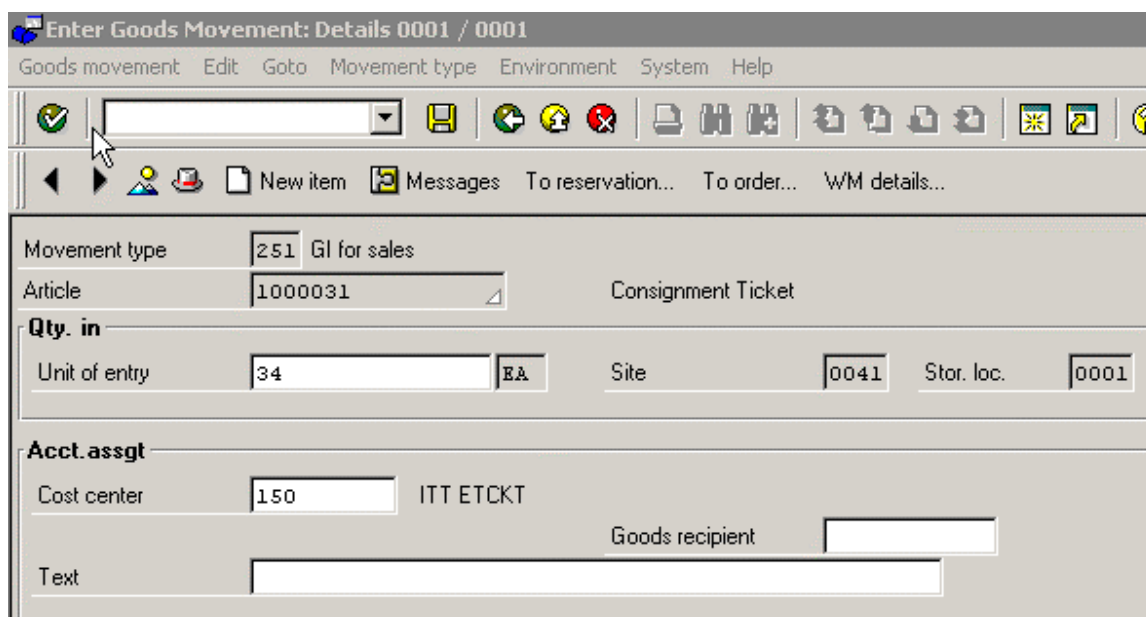
Recipient

Items

Item	Article	Quantity	UnE	SLoc	Batch	Re	Site
1	1000031	34		0001			0041
2							0041
3							0041
4							0041

Field Name	Description	R/O/C	User Action and Values
Cost center	Identifies where costs occurs	R	Enter appropriate cost center to incur expense.
Recipient	Leave Blank	O	Leave Blank
Article	Article Number	R	Enter the article
Quantity	Article quantity	R	Enter the quantity of the article to be expensed.
UnE	The unit of measure in which the goods receipt is entered.	O	UOM should default to base unit of measure
Sloc	Storage location.	R	Storage location 0001 should default from prior screen If not, enter storage location 0001
Batch	The batch number to which the article is assigned.	O	Leave blank
Site	Site referenced from prior screen	R	Should default if entered on the header screen, if not enter site issuing goods

To enter text, select the  icon to go to the Detail screen:



Enter Goods Movement: Details 0001 / 0001

Goods movement Edit Goto Movement type Environment System Help

✓ [Dropdown] [Save] [Refresh] [Cancel] [Print] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [Help]

◀ ▶ [Person] [New item] [Messages] To reservation... To order... WM details...

Movement type 251 GI for sales

Article 1000031 Consignment Ticket

Qty. in


Unit of entry 34 EA Site 0041 Stor. loc. 0001

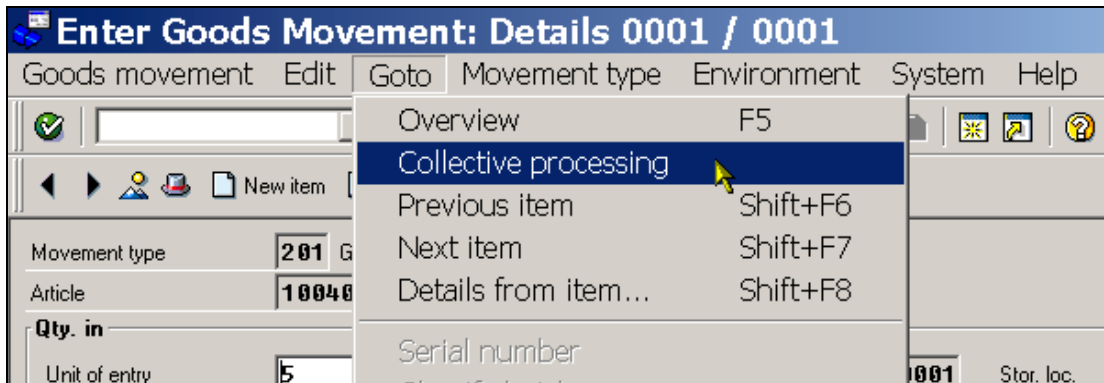
Acct. assgt

Cost center 150 ITT ETCKT

Goods recipient [Text field]

Text [Text field]

When finished, click  to save.



Consignment Article Transfer

For consignment tickets only. Throughout the month consignment tickets are sold. However, all consignment stock is held as “consignment status/restricted.” Sales occur outside this consignment status/restricted and in effect sales appear on a daily basis to be made in the “negative” as no stock is maintained in unrestricted. By segregating consignment stock into restricted and unrestricted we are able to view the “negative amounts” of unrestricted stock as tickets sold throughout the month. Vendor stock will be transferred at month end before closing. At the end of the month, it is necessary to transfer consignment ticket stock sold to unrestricted for the vendor.

To determine the quantity to “move” (tickets sold) from Consignment status/restricted to unrestricted run the transaction **MB52 Display Warehouse Stocks of Articles on Hand:**

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ENVIRONMENT > STOCK > STOCK LEVEL.

Display Warehouse Stocks of Articles on Hand

The screenshot shows a software window titled "Display Warehouse Stocks of Article on Hand". It features a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons. The main area is divided into three sections: "Database selections", "Scope of list", and "Settings".

Database selections:

Field	Value	Unit	Field	Value	Unit
Article		to			
Site	0001	to			
Storage location	0001	to			
Batch		to			

Scope of list:

Field	Value	Unit	Field	Value	Unit
Article type		to			
Merchandise category		to			
Purchasing group		to			

Settings:

- ☐ Display article flagged for deletion
- ☐ Display consignment stocks
- ☐ Display return transport pack
- ☒ Special stocks - site

Be sure to select the box next to “Special Stocks – site.” The following report will be generated:

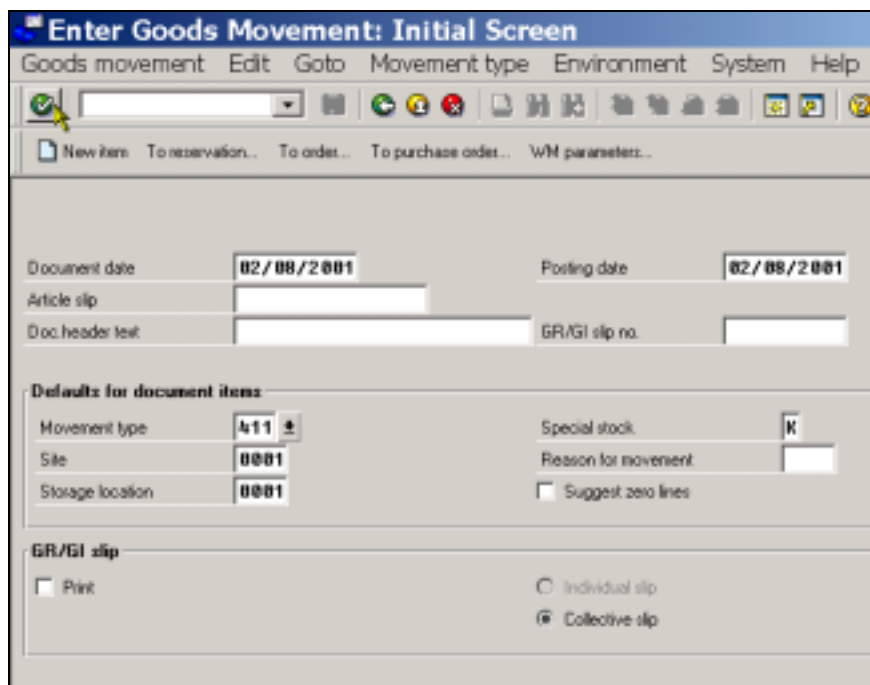
Article		Article description			Site Name 1		
Slac	S U Vendor	Customer	Onrestr.-use stock	Unit	Stock in transfer	In quality	
				Total value Curr.	Total value	Total	
1097		TOOTH PASTE			0001	MM ADMINISTRATION	
0001			700	EA		0	
			1,470.00	USD		0.00	
1098		FRANK-BEEF 6/1			0001	MM ADMINISTRATION	
0001			16,542	LB		0	
			24,796.46	USD		0.00	
1100		BEEF GRND CHUCK FINE 80/20			0001	MM ADMINISTRATION	
			0	LB		100	
			0.00	USD		2.62	
0001			1,056	LB		0	
			27.62	USD		0.00	
1102		BEEF CORNED BSKT RAW CAR			0001	MM ADMINISTRATION	
0001			10,400	LB		0	

month. **This is the amount to be transferred to unrestricted stock!**

**LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY
MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT**

Transaction code **MB11**


If using the menu path, double click “**MB11 – Goods Movement**” to go to the next screen:

Enter Goods Movement: Initial Screen


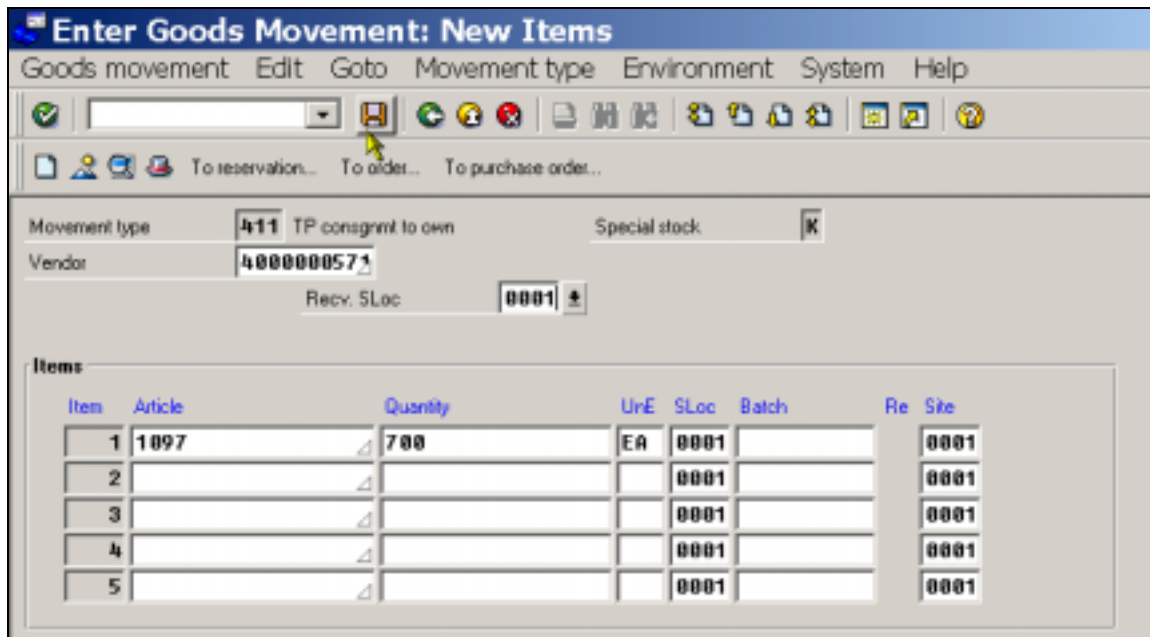
Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	This entry should be changed to the date of the last day of the accounting period
Posting Date	Date which is used when entering the document in accounting	R	This entry should be changed to the date of the last day of the accounting period
Article slip	Identifier of an external document	O	Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes which apply to the document as a whole.	O	Enter any necessary notes for this transfer document.
Movement type	Goods movement type.	R	For end of month process use movement type: 411 For daily process to simulate sales: use movement type 251

Special stock	Special stock identifier	R	Enter the stock identifier “K.” THIS MUST BE ENTERED TO ALLOW TRANSFER FROM “K” consignment to unrestricted.
Site	Site number.	R	Enter or select Site using the drop down arrow.
Reason for movement	Standard text for reason of movement	O	Enter or select using drop down arrow if needed
Storage location	Storage location	R	Enter or select the storage location where the article resides.
Suggest zero lines	Indicates items with zero qty.	O	Click “on” to display zero items
GR/GI Slip Section Header (Select one of these)			
Print	Print GR/GI slip indicator	R	Select print indicator if paper desired.
Individual Slip	One slip for each article	C	Do not use
Collective Slip	One slip for each article	R	Click “on” for collective slip issue

Select  to go to the next screen.

Enter Goods Movement: New Items



Enter Goods Movement: New Items

Goods movement Edit Goto Movement type Environment System Help

✓ [Dropdown] [Icons]

To reservation... To order... To purchase order...


Movement type: **411** TP consignment to own Special stock: **K**

Vendor: **4000000571**

Recv. SLoc: **0001**

Item	Article	Quantity	UnE	SLoc	Batch	Re	Site
1	1097	700	EA	0001			0001
2				0001			0001
3				0001			0001
4				0001			0001
5				0001			0001

Field Name	Description	R/O/C	User Action and Values
Vendor	Alphanumeric key identifying a vendor	R	Enter vendor applicable to transfer posting, must be a consignment vendor
Receiving Sloc	Storage location to receive the goods	R	Enter storage location 0001
Article	Article Number	R	Enter the article identifier.
Quantity	Numeric key identifying quantity	R	Enter quantity of the article to be moved – the quantity SOLD throughout the month (from the MB52 report)
UnE	The unit of measure in which the goods movement is entered.	O	Defaults to base unit of measure from the master record
Sloc	Storage location.	R	Enter storage location
Batch	The batch number to which the article is assigned.	O	Not using, leave blank
Site	Site	R	Do not change

Save your entry by selecting the  icon.



Display Consignment Stock Values

This transaction displays consignment stocks by vendor. The information displayed details the quantity and value of tickets held by a specific site, NOT the number of tickets sold. Although ticket movements will be recorded on a daily basis either through the POS system or via manual entry of Daily Activity Record by the Regional Business Office, this report will show tickets held in RESTRICTED stock. Restricted stock will only be updated once at the end of the month with consignment settlement. After consignment settlement has been performed, the balance in Consignment Tickets Restricted stock will report actual tickets on hand. However, to determine tickets on hand on a daily basis, you must look at the net of unrestricted AND restricted stock (per the AIMS system). Unrestricted stock is stock that is being sold.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ENVIRONMENT > CONSIGNMENT > CONSIGNMENT FROM VENDOR > STOCK

Transaction code **MB54**

Display Consignment Stocks

Display Consignment Stocks

Program Edit Goto System Help

Database selections

Article			
Site	0001	to	
Storage location		to	
Batch		to	

Scope of list

Merchandise category		to	
Vendor		to	


Display options

Display variant:

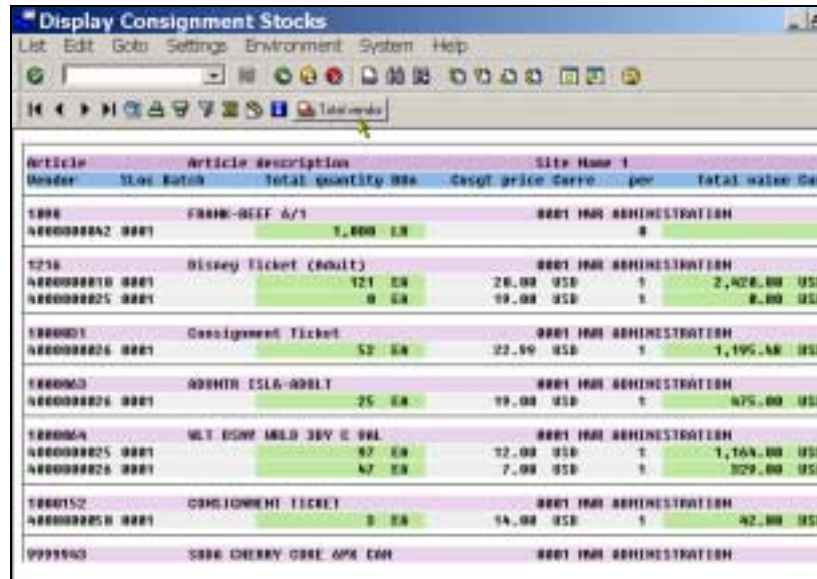
☒ Display prices/values

Enter information in the fields as specified in the table below. **Note:** In column “**R/O/C**,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Article	Article Number	O	Enter an article, a range of articles, or leave blank for all articles. If number is unknown, use drop down arrow to search for the number
Site	Site number	R	Enter Site number
Storage Location	Relevant storage location for article	R	Enter 0001 (Only SLOC 0001 is used)
Batch	Batch number (if used)	O	Leave blank
Merchandise Category	Key that groups together articles or services with the same attributes	O	Leave blank Can use same structure for merchandise category as used in creating physical inventory documents
Vendor	Business partner from whom materials can be procured.	O	Enter vendor or leave blank for all vendors. If number is unknown, use drop down arrow to search for vendor number
Display Variant	The display variant determines the list format.	O	Leave blank, create your own variant, or select one via drop down arrow. “/MWR” has been created as a generic variant.
Display Price Values	Indicates whether the consignment price and the total value of the stock should be specified for each material in the overview of consignment stocks.	O	If you only require information about the stock quantity, leave this field empty. If you need the consignment price and total value of each material, select this field. The system reads the data from the consignment info records.

Select  to generate display.

Display Consignment Stocks




Article#	Article description	Site Name	Total quantity	Cost price	Carro	per	Total value
400000042 0001	FRANK-BEEF 6/1	0001 HAN ADMINISTRATION	1,000 EA				0
400000010 0001	Disney Ticket (Adult)	0001 HAN ADMINISTRATION	121 EA	20.00 USD	1		2,420.00 USD
400000021 0001			0 EA	19.00 USD	1		0.00 USD
400000021 0001	Consignment Ticket	0001 HAN ADMINISTRATION	52 EA	22.50 USD	1		1,170.00 USD
400000026 0001	ADULTS ISLA-ADULT	0001 HAN ADMINISTRATION	25 EA	19.00 USD	1		475.00 USD
400000025 0001	ULT CONP MILD 30V U VAL	0001 HAN ADMINISTRATION	67 EA	12.00 USD	1		804.00 USD
400000026 0001			67 EA	7.00 USD	1		469.00 USD
4000152 0001	CONSIGNMENT TICKET	0001 HAN ADMINISTRATION	0 EA	14.00 USD	1		0.00 USD
400000050 0001							
9999940	S000 CHERRY CORE 6PK CAN	0001 HAN ADMINISTRATION					

Because “**Display prices/values**” box was checked on the selection screen, the consignment price and total value was displayed. The consignment price is extracted from the consignment info record.

To display the vendor master record or article master record, use the menu path **Environment > Vendor** or **Environment > Article**.

Article movements and consignment info record can be displayed the same way.

To view totals of consignment stock by vendor, select the  **Total vendor** icon to generate this summary:

Display Consignment Stocks

Display Consignment Stocks						
List	Edit	Goto	Settings	System	Help	
Vendor	Article	Site	Total stock	BUn	Total value	Curr.
4000000042	1098	0001	1,000	LB		
4000000010	1216	0001	121	EA	2,420.00	USD
4000000025	1216	0001	0	EA	0.00	USD
4000000026	1000031	0001	52	EA	1,195.48	USD
4000000026	1000063	0001	25	EA	475.00	USD
4000000025	1000064	0001	97	EA	1,164.00	USD
4000000026	1000064	0001	47	EA	329.00	USD
4000000050	1000152	0001	3	EA	42.00	USD
4000000032	9999943	0001	7	CAN	3.57	USD
4000000032	9999953	0001	7	CAN	3.57	USD
*			1,000	LB	5,632.62	USD
			345	EA		
			14	CAN		

To exit this report, select .

After moving the exact quantity recorded as “sold” to unrestricted we are able to continue the month end process by “settling” the amount sold to the vendor (and setting up the liability to the vendor for payment).

**Settle Consignment Liability**

The Regional Business Office will perform this transaction as part of the month end process. When settlement of “sold” consignment tickets is processed, the offset to the vendor creates a liability to the vendor. **A physical goods movement (type 411K) transferring the amount of tickets sold from consignment to MWR’s own stock must be performed before the settlement can take place.**

Consignment goods are stored within our company but belong to a vendor. Only when stock is withdrawn does payment become due for quantities used. Invoices will not be received from the vendor. Withdrawals from the vendor’s stock are posted here and a statement is then created and sent to the vendor.

The 411K movement type, transferring consignment goods to MWR’s goods, creates a financial document that values the inventory (debit to the inventory account) and credits the GR/IR account to the appropriate vendor using the price established in the consignment info record for that vendor. This MRKO transaction settles or completes this process by debiting

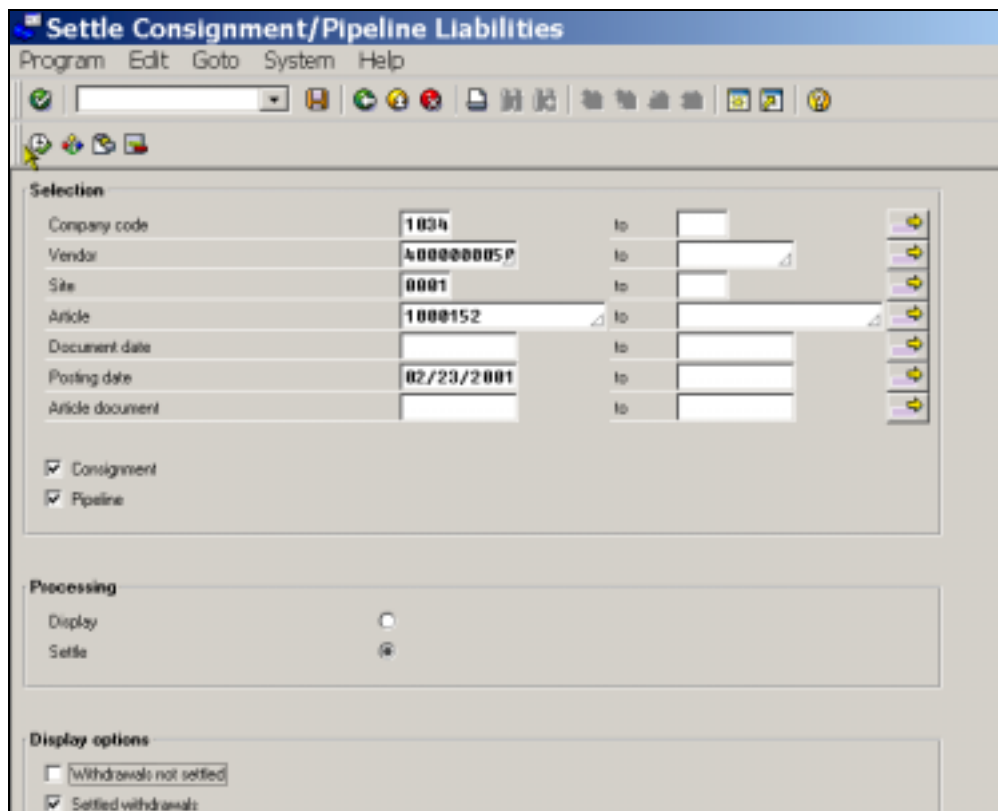
the GR/IR account and credits the vendor's accounts payable account using the price on the info record. Then the credit open item can be paid on a payment run. In effect, this transaction creates the vendor invoice without actually receiving a physical invoice from the vendor. Note that info records can be viewed or changed (transaction code **ME12 – Change Info Record**).

The “Settle Consignment Liability” process generates an invoice document for every company code, vendor and currency and displays a list of the settled withdrawals. The system also generates a message record. This allows you to print a letter of consignment for informing the vendor or send via fax.

LOGISTICS > RETAILING > PURCHASING > INVOICE VERIFICATION > FURTHER PROCESSING > SETTLE CONSIGNMENT/PIPELINE LIABILITIES

Transaction code **MRKO**

Settle Consignment/Pipeline Liabilities



Settle Consignment/Pipeline Liabilities

Program Edit Goto System Help

Selection

Company code	1034	to		
Vendor	40000005P	to		
Site	0001	to		
Article	1000152	to		
Document date		to		
Posting date	02/23/2001	to		
Article document		to		

☒ Consignment
☒ Pipeline

Processing


Display ☐
Settle ☒

Display options

☐ Withdrawals not settled
☒ Settled withdrawals

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

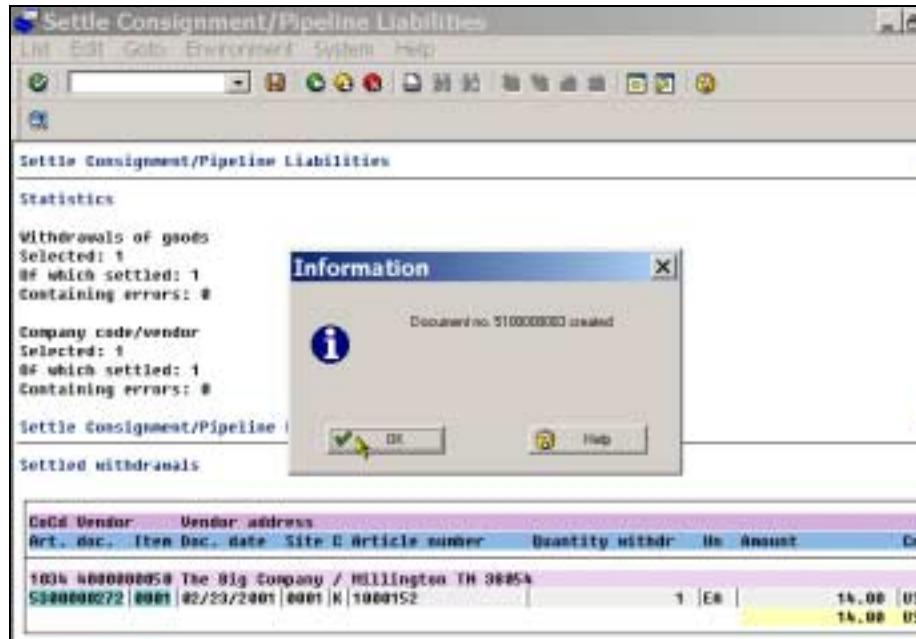
Field Name	Description	R/O/C	User Action and Values
Company Code	Company Code	R	Enter company code
Vendor	Vendor	O	Enter vendor to narrow search criteria
Site	Site	O	Enter site to narrow search criteria
Article	Articles(s)	O	Enter article to narrow search criteria
Document Date	Date document was issued of 411k movement	O	Enter document date to narrow search criteria
Posting Date	Date used when entering document in accounting of 411k movement	O	Enter posting date to narrow search criteria
Article Document	Document # for goods movement of 411k movement	O	Enter article doc # to narrow search criteria
Consignment	Goods stored within company but belong to vendor	R	Check on box for consignment if you want to settle consignment transactions
Pipeline	Material which flows directly from a pipeline	N	MWR does not use pipeline, it will not hurt to leave on!
Processing	<ul style="list-style-type: none"> Display Settle 	R	Choose processing type = Settle or you may hit “display” first to view the tickets to be settled. Then go back and hit “settle” to finalize.
Display Options	<ul style="list-style-type: none"> Withdraws not settled Settled withdraws 	R	Both can be checked if desired

Use the menu path **Program > Execute** to execute settlement, or select the  icon.

When the program is executed, the system generates an invoice document with your selections and displays a list of settled withdrawals.

Note: If errors occur, double click on the message to get an explanation. If the message you get says “no tax information found,” the error is probably by a missing tax code (usually IO) in the consignment info record for the purchasing organization, vendor, material, and plant combination. This can be corrected by using transaction code **ME12 Change Info Record**.

Settle Consignment/Pipeline Liabilities



Close this window and view the report.

Settle Consignment/Pipeline Liabilities									
s									
Vendor address									
doc. date	Site C	Article number	Quantity withdr	Un	Amount	Crcy	Invoice	Itm	
The Big Company / Millington TN 38054									
2/23/2001	0001	K 1000152	1	EA	14.00	USD	5100000003	002	
					14.00	USD			

Double click on the invoice document number in the report to view the invoice document.

To print out the letter to the vendor follow the menu path: **Goto > Print/Transmit.**

Messages from Inv

Messages from Invoice Verification

Program Edit Goto System Help

Message data

Output type: KONS to: []

Transmission medium: [] to: []

Created on: [] to: []

Sort order: 01 Vendor/Partner function/Document number

Processing mode: 2 Repeat processing

Invoice doc. data

Document number: 5100000083 to: []

Document date: [] to: []

Fiscal year: 2001

Company code: 1034

Vendor: [] to: []

User names: [] to: []

Field Name	Description	R/O/C	User Action and Values
Output Type	Output/Print type	R	Will default to KONS (or select “KONS”)
Transmission Medium	Type of transmission	R	Enter 1
Created on	Date settlement document was created	C	Leave Blank or enter date. If you print directly from the settlement screen you do not need to enter a date as the document number will default automatically.
Sort Order	Sort Order for print out	R	Enter “01”
Processing Mode		R	Use 2 for Repeat Processing
Document Number	Settlement Document Number	C	Enter settlement document number or will default document number in from processing screen
Document Date	Document Date	C	Enter document date or leave blank

Fiscal Year	Fiscal year	R	Enter Fiscal Year
Company Code	Company Code	R	Enter Company Code
Vendor	Vendor number	O	Optional/ Enter vendor number
User Names	User Name that created the doc	O	Optional

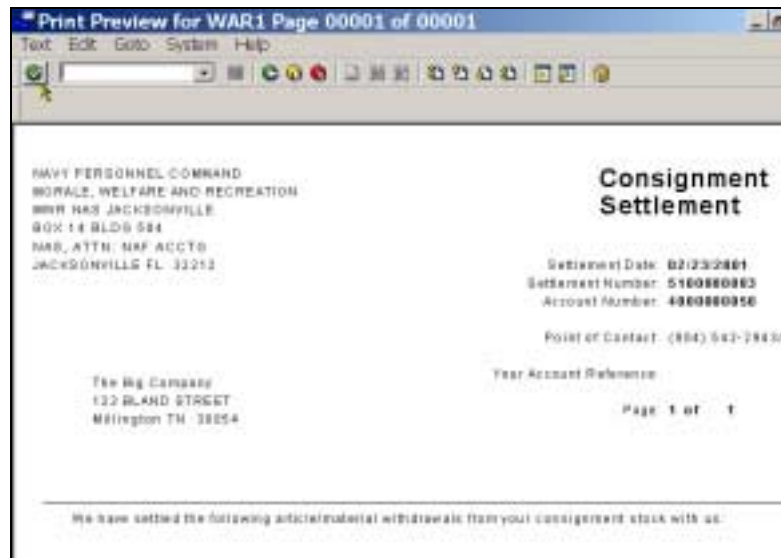
The system will provide a list of consignment settle documents for print.



Doc. no.	Item	CoCd	Vendor	Rate	Name 1	But.	Created on	Ref	Status	User name
5100000003		1034	4000000050	LF	The Big Company	K005	02/23/2001	1	1	H0_P657E7

Select the desired document, then click “Print preview” icon or  to print.

A sample Consignment letter is displayed below:



Print Preview for WAR1 Page 00001 of 00001

Text Edit Goto System Help

NAVY PERSONNEL COMMAND
MORALE, WELFARE AND RECREATION
MMR HAS JACKSONVILLE
BOX 14 BLDG 584
NAS, ATTN: NAF ACCTG
JACKSONVILLE FL 32212

Consignment Settlement

Settlement Date: 02/23/2001
Settlement Number: 5100000003
Account Number: 4000000050



Point of Contact: (804) 542-2843

The Big Company
132 BLAND STREET
Morrilton TN 38854

Year Account Reference:

Page 1 of 1

We have settled the following anticommercial withdrawals from your consignment stock with us:

Select the  to go back, and  to print.



Create Physical Inventory Document Externally-Owned Special Stock

Each month, a physical count is taken of inventories. Inventory counts and dollar values must be “frozen” after the physical count is completed and entered in the system. SAP can automatically execute physical inventory documents according to MWR’s specifications. A separate batch must be created for consignment inventory.

The process consists of two parts:

- Creating a batch session using specific site, storage location, and merchandise category
- Processing the session created in the previous step

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > SESSIONS > CREATE PHYSICAL INVENTORY > EXTERNALLY-OWNED SPECIAL STOCK > VENDOR CONSIGNMENT

Transaction code **MIK1**

Batch Input: Create Phys. Inventory Doc. Vendor Consignment

Batch Input: Create Phys. Inventory Docs for Vendor Consgmt

Program Edit Goto System Help

Vendor: 100000022 to

Article: to

Site: 0001 to

Storage location: 0001 to

Article type: to

Merchandise category: to

Storage bin description: to

☒ Articles marked for deletion

Stock balance -----

Threshold value for stock: Exclude from selection

☐ Only articles with zero stock

☐ Only articles w/o zero stock

Date in phys. inventory document header -----

Planned count date: 01/22/2001

Physical inventory number: Set posting block

Phys. inventory ref.: Freeze book inventory

Stock types ----- Continuous inventory -----

☒ Unrestricted use ☐ Incl. articles subj. to phys. inv


Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

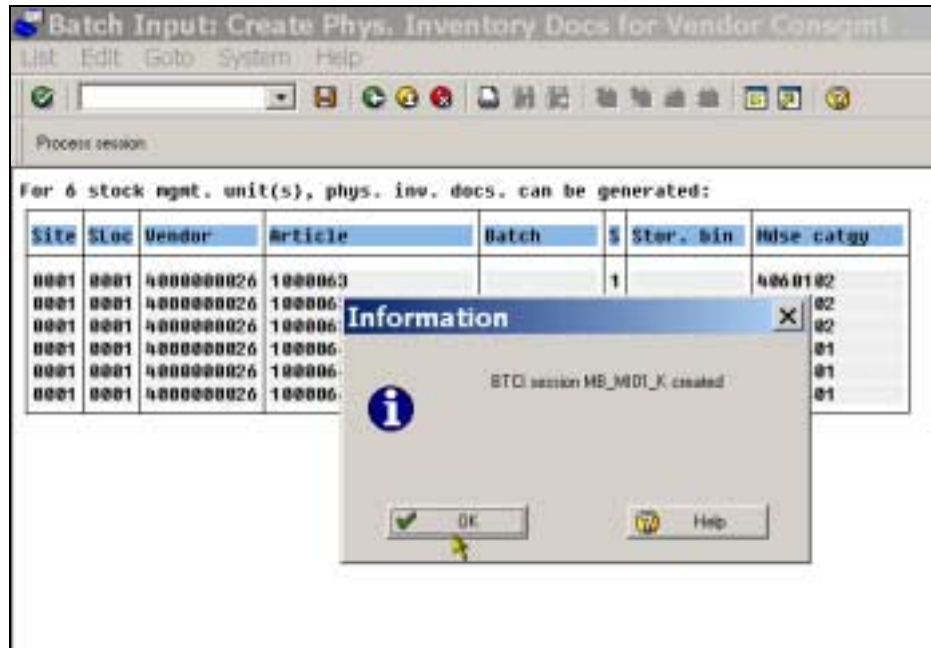
Field Name	Description	R/O/C	User Action and Values
Vendor	Consignment Vendor number	R	Select consignment vendors only
Article	Number that uniquely identifies the consignment article.	R	Leave blank to display all consignment articles
Site	Key uniquely identifying a site	R	Enter site
Storage Location	Number of the storage location where the article is stored	R	Enter storage location 0001 A site can contain one or more storage locations.
Article Type	Key that assigns the article to a group of articles such as raw articles, operating supplies or trading goods.	O	The article type defines certain attributes of the article and has important control functions.
Merchandise Category	Key used to group together several articles with the same attributes, and to assign them to a particular article group.	O	The merchandise category for consignment tickets will help limit search criteria
Storage bin description	Identifies the storage bin within a storage location where the article is stored.	O	Not using
Article marked for deletion	Indicator: Flag article for deletion at site level	O	If you set this indicator, articles with delete flags are also taken into account.
Stock balance			
Threshold value for stock	Maximum stock level (in base unit of measure) up to which articles are selected.	O	Enter here a maximum stock level if you wish to carry out physical inventory only for articles up to a specific stock level.

Exclude articles from selection	Articles with a stock level (in base unit of measure) below the threshold values entered are not included in the selection.	O	<p>Set this indicator, and enter a minimum stock level in the threshold</p> <p>Value field if physical inventory is only to be carried out for articles</p> <p>Above a particular stock level.</p> <p>Do not set this indicator and enter a maximum stock level in the threshold value field if physical inventory is only to be carried out for articles up to a particular stock level.</p>
Only Article with zero stock	Indicator used for selection of articles with zero stock balance.	O	Set this indicator if you wish to carry out the physical inventory only for stocks with zero stock balance.
Only Article w/o zero stock	Indicates that the system only selects articles whose stock level in base unit of measure or at sales price in the relevant stock type is not zero.	O	Set this indicator if physical inventory is to be carried out only for articles without zero stock balance.
Only Article with negative stock	Indicator, which specifies that only articles are selected whose stock level (in base unit of measure or at sales prices) is negative.	O	Set this indicator if physical inventory is to be carried out only for articles with negative stock balances.
Data in phy. Inv. document Header			
Planned count date	Date on which a physical inventory is planned to take place	R	<p>The system proposes the planned date from table T159B.</p> <p>If no date has been maintained there, the system default is the current day's date.</p>
Physical Inventory number	Number or description that is used to group various physical inventory documents	O	User can choose their own number to track physical inventory documents.

Physical inventory Reference	Reference number for physical inventory	O	Number of an external document relating to a physical inventory transaction/event.
Set Posting Block	Indicator specifying that for the duration of a physical inventory no goods movements can be posted.	O	Check indicator to block goods movements.
Freeze book inventory	By setting the indicator, the frozen book inventory balance is recorded in the physical inventory doc	O	Set indicator for freezing book inventory Change setting in customizing system for each storage location of the site if freezing of book inventory balances is allowed.
Stock types - continuous Inv.			
Unrestricted-use	Indicates that the unrestricted-use stock is affected by the transaction physical inventory.	O	Set indicator to include inventoried articles
In quality inspection	Indicates that the stock in quality inspection is affected by the physical inventory.	O	Set indicator to include inventoried articles
Blocked	Indicator specifying that the blocked stock is affected by the transaction/event physical inventory.	O	
Incl. Article subj. to phys. In	Indicator specifying to select those articles for the physical inventory that have already been inventoried.	O	If this indicator is not set, only the non-inventoried articles and the non-inventoried batches will be selected. If the indicator is set, articles that have already been inventoried will also be selected.
Incl. Batches subj. to phys.	Indicator specifying to select those batches for physical inventory which have already been inventoried.	O	Set this indicator if you want to include batches already inventoried into a new physical inventory.

Batch input session			
Generate batch input	With this indicator, you specify whether the batch-input session is to be generated at once.	R	Can set as a default in customizing system in Inv. Management
Issue log	Indicator specifying that a log is issued on screen after processing	O	Can set a default in customizing system in Inv. Management
Hold processed sessions		O	
Name of sessions	Name of batch input file	R	User can create their own session name to track batch input sessions.
Max no of items/doc	Maximum # of line items /doc	R	Variant should be created for 300 items (max items is 333)
Sort by - at change of group	Indicator for sorting articles by storage bin or article group within a site and storage location.		Select the required sort. If you do not select a sort, the system sorts the articles by site and storage location.
Storage bin description	Select indicator to Sort	O	Can only select one - storage bin
Article Group	Select indicator to Sort	O	Article group.
New document created when group changed for sorting purposes	Select the required sort.	O	If you do not select a sort, the system sorts the articles by site and storage location.

To create session, select . Information pop-up window with “BTCI Session xxxx Created” will appear. Select “OK.”

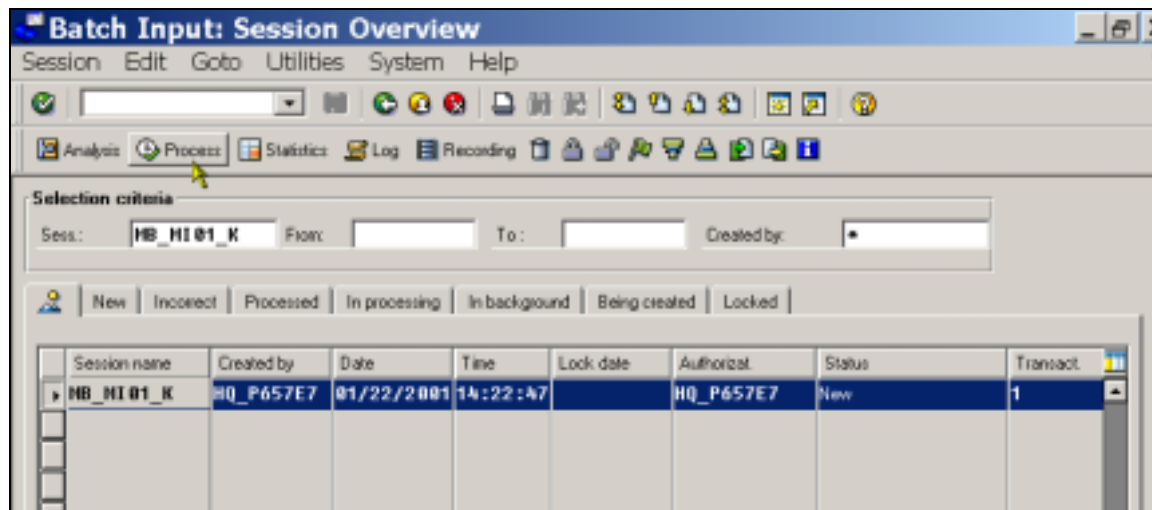


Review "Batch Input: Create Phy Inv Doc w/o Special Stock" screen. Note statement "For XX stock mgmt unit (s), Phy Inv doc can be generated." If this is correct, press


Process session

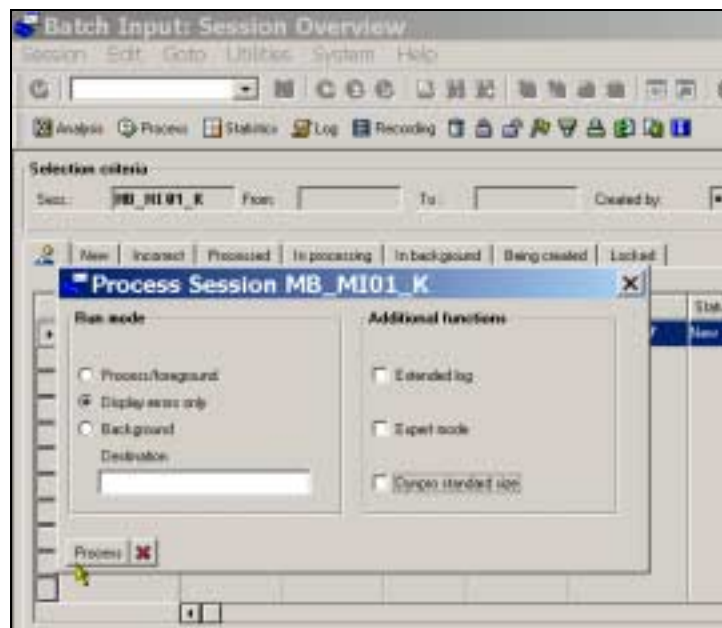
icon.

Batch Input: Session Overview




Review "**Batch Input: Session Overview**" screen for session still to be processed. To continue with processing select the session by clicking on the gray box to the far left, then

 **Process** to process session.

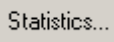


Select "display errors only," and "Process" to run batch.

"Batch completed" message will appear on the screen. To confirm output, follow menu path **Ligistics > Retailing > Merchandise Logistics > Physical Inventory > Physical Inventory Document > Display**. The document created should default in the display screen if

confirmation is done immediately after batch is created. Hit  icon.

Special stock indicator, K, should appear in header and overview screens. If correct, proceed with the physical inventory process.

Select  to review status of inventory sheet.

Display Physical Inventory Document

Display Physical Inventory Document 100000150 : Overview

Physical inventory document Edit Goto Environment System Help

Position: Phys. inv. history Statistics Other phys. inv. doc.

Site: 0001 GSA MARKETING SPECIAL EYE
 Sloc. loc.: 0001 Default SLOC Vendor: 4000000024
 Spec. stock: ☒ Consignment (vendor)

Name:

No.	Article	Article description	Batch	Qty	Alt.	Del.
1	1000003	ADVNTH ISLE ADULT		1	<input type="checkbox"/>	<input type="checkbox"/>
2	1000003	ADVNTH ISLE ADULT		2	<input type="checkbox"/>	<input type="checkbox"/>
3	1000003	ADVNTH ISLE ADULT		4	<input type="checkbox"/>	<input type="checkbox"/>
4	1000004	WLT DSNY WILD BOY C VAL		1	<input type="checkbox"/>	<input type="checkbox"/>
5	1000004	WLT DSNY WILD BOY C VAL		2	<input type="checkbox"/>	<input type="checkbox"/>
6	1000004	WLT DSNY WILD BOY C VAL		4	<input type="checkbox"/>	<input type="checkbox"/>

Entry: 1 of 6

If you review the Whse Stock (MB52) or Stock Overview report (MMBE), the vendor consignment stock will appear as a separate line item in the “CI/CC/Site/Sloc/Batch D.”

Stock Overview: Company Code/Site/Storage Location/Batch

Stock Overview: Company Code/Site/Storage Location/Batch

List Edit Goto Extras Environment System Help

Article: 1004049 ROOT BEER, CAN
 Article type: NAME Trading goods
 Unit of measure: EA Base unit of measure: EA

CI/CC/Site/Sloc/Batch D.	Unrestricted use	Qual. inspection	Reserved
Total	10,951.000	0.000	0.000
1019 NAME H0PST0 H0YP0RT	0.000	0.000	0.000

Article: 1004049 ROOT BEER, CAN
 Article type: NAME Trading goods
 Unit of measure: EA Base unit of measure: EA

CI/CC/Site/Sloc/Batch D.	Unrestricted use	Qual. inspection	Reserved
1034 NAME HNS JACKSONHILL	10,951.000	0.000	0.000
0001 NAME ADMINISTRATI	10,951.000	0.000	0.000
0001 Default SLOC	10,951.000	0.000	0.000

Vendor Maintenance



Overview

This function will be performed by MWR HQ only! All vendor data is stored in the vendor master record and controls how transaction data is posted to a vendor.

Vendor master data is used not only by the accounting department but also by the materials management department. When setting up your master records, you have the option to create the accounting and materials management sections separately, each in its own application area, or together by creating the vendor master “centrally”.

By creating/storing vendor master records centrally, permits common access and allows you to enter data only once and to avoid contradictory/redundant data. If a vendor's address has changed, for example, you need to enter the change only once, and both the accounting department and the purchasing department will have access to the most current data.

A vendor master record includes data such as:

- Vendor name, address, language, and phone numbers
- Tax numbers
- Bank data
- Account control data, such as the G/L reconciliation account for the vendor account
- Payment methods and terms of payment as agreed with the vendor
- Purchasing data

Trade vendors will be created, changed and maintained by MWR HQ only.

All requests for new trade vendors, changes, deletion, blocks will be submitted on the required form to MWR HQ. Local vendors will be created and maintained locally and will be created within “accounts payable”.

Employees will be externally numbered but will be created through a program using HR data.

A Vendor Master Record Request form has been developed and should be submitted to MWR HQ for creation, changes and deletions of vendor master records. This form can be faxed or emailed to MWR HQ. This form can be found in this User Handbook.

**Create A Vendor Master Record Centrally**

**LOGISTICS→ RETAILING→ PURCHASING→PURCHASE ORDER> MASTER
DATA→ VENDOR>EDIT VENDOR>OTHER VENDORS>CREATE> CENTRAL**

Transaction Code: **XK01**

On screen “Create Vendor: Initial Screen”, enter information in the fields as specified in the table:

Vendor: Initial Screen

Vendor Edit Data Extras Environment System Help

Vendor

Company code

Purch. organization

Account group

Reference




Vendor

Company code

Purch. organization

IDVZ (1) (200) | nwrsap5 | INS | 10:25

Field Name	Description	R/O/C	User Action and Values
Vendor	If you use external number assignment, enter the vendor's account number. If you use internal number assignment, the system assigns a number when you save the master data.	O	Leave blank – except for employees all vendors will be numbered by SAP. Employees will be externally numbered but will be created through a program using HR data.
Company code	the company code ID	R	Enter Company Code
Purchasing Organization		R	Enter “2000”. Note: This is a required field –if not filled out, the Purchasing data views will not be created
Account group	A classifying feature within the vendor master record which determines if the vendor account number will be assigned internally or externally and which fields are proposed for input	R	Account Group Trade Vendors = 40 Prizewinners/Refundees/ FCC = 30
REFERENCE/ Vendor Account	The vendor’s account number that is being used as a reference as an alternative way in which to create a vendor account in order to save time in entering data (when vendors same data).	O	Note: Vendor specific data of the referenced vendor such as address is not carried over. The data from the referenced vendor is used for default values. Review all screens before saving any data.
REFERENCE/ Company Code	The company code associated with the referenced vendor	C	

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

On the screen titled “Create Vendor: Address”, enter information in the fields as specified in the table below:

The screenshot shows a software window titled "Create Vendor: Address". The window includes a menu bar with options: Vendor, Edit, View, Extras, Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main area of the window is divided into several sections:

- Vendor:** A dropdown menu currently showing "INTERNAL".
- Name:** A section with a "Name" label and a text input field containing a question mark. There is also a "Preview" button and a lock icon.
- Search terms:** A section with a "Search terms 1/2" label and a text input field containing a question mark.
- Street address:** A section with three input fields: "House no./street" (containing a question mark), "City/Town/PLCd" (containing a question mark), and "County" (containing a question mark). There is also a "Preview" button.
- PO box address:** A section with two input fields: "PO Box" and "Postal Code", both containing question marks. There is also a "Preview" button.
- Communication:** A section with a label and an input field, currently empty.

The status bar at the bottom of the window displays "Div2 (1) (200)", "rwrtap5", "BNS", and "11:41".

Create Vendor: Address

Enter all vendor master data (name, address, etc., using capital letters ONLY. NO punctuation should be used in the vendor Name and Address due to US Postal Service requirements.

Retail (MM)

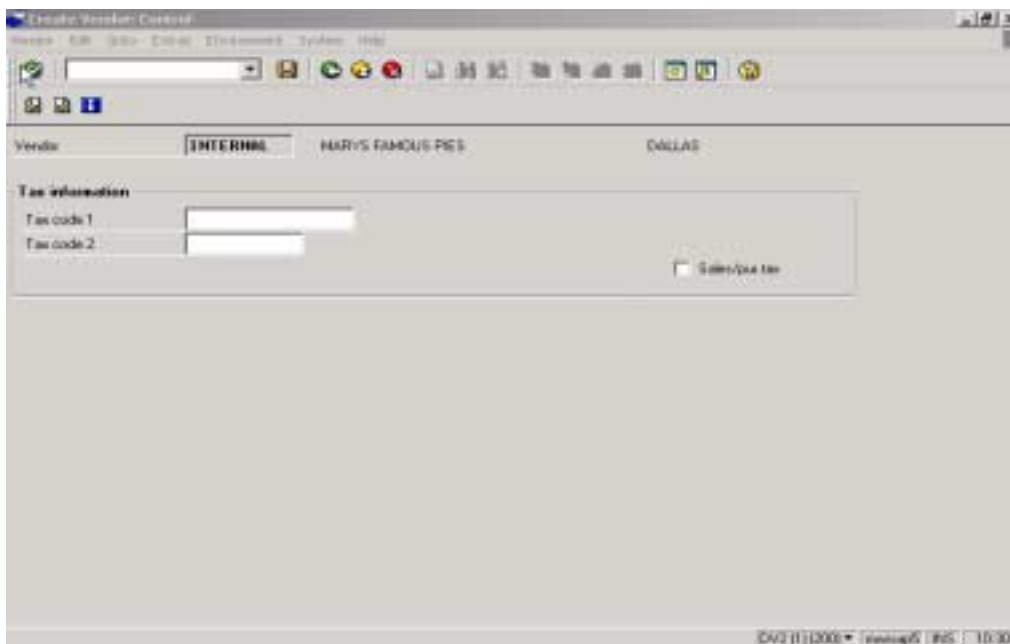
Use the table below to determine the correct search term. Be sure the search term is typed in all capitals, exactly as you see it below.

IF THE CATEGORY IS	THEN USE THE FOLLOWING SEARCH TERM
Food and Beverage	F & B
Recreation Equipment / Rec resale items	REC EQUIP
Office, custodial or operational supplies	SUPPLIES
Aerobics instructors, officials, dance instructors, Taekwando instructors, etc.	CONTRACTORS
Water delivery, plant maintenance, etc.	SERVICES
Ticket vendors, tour operators, bus companies, hotels, travel agencies, etc.	ITT
Telephone, cable, internet, cellular pager/phones, etc.	UTILITIES
Magazines, subscriptions to newspapers, etc.	PERIODICALS
Handwrite payroll or travel	EMPLOYEES
Refunds	REFUNDS
Prizes such as for tournaments, races, contests	PRIZE
Bingo prize winners or bingo supplies, bingo related	BINGO
Petty/Change Fund Cash	CUSTODIANS
Unit Funds	UNIT FUNDS
FCC providers, Child Development Home Professionals	FCC
VQ amenities (VQ only)	AMENITIES




Field Name	Description	R/O/C	User Action and Values
Name	Vendor name	R	Enter vendor name Use second line of Name for more specific names such as "Attn" or "XYZ Division", etc.
Search term	Short name which is used to set up a matchcode	R	Select an appropriate search term from the list of valid search terms. See the list of search terms on the next page.
Street	Street address	R	Enter street
City	city	R	Enter City
Postal code or PO box PCode	zip code	R	Enter Zip Code
Country	two digit country identifier	R	Enter Country
Region (state)	two letter state abbreviation	R	Enter two letter state abbreviation
Language	one letter language code	R	
Telephone	Telephone Number	R/O	Make every effort to include Telephone number. Other communication types can also be maintained.
Fax Number	Fax number of vendor	R/O	Enter fax number wherever possible. This fax number will be used to fax remittance advices for EFT payments. Click the green arrow at right of fax number - in the comments field enter EFT_FAX.

Retail (MM)

On the screen titled “Create Vendor: Control”, enter information in the optional fields as applicable in the table below.





Create Vendor: Control

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

Name	Description	R/O/C	User Action and Values
Tax code 1	Enter SSN of the vendor (used primarily for employees and for contractors due to 1099 status).	R/O	Use format: xxx-xx-xxxx. Must be completed for vendors that require 1099
Tax code 2	Enter vendor TIN if available	O	
Sales Purch tax	Leave blank	O	

Create Vendor: Control

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

On the screen titled “Create Vendor: Payment Transactions”, enter the vendor’s banking information if applicable (e.g. for EFT payments):

Create Vendor Payment Transactions

Vendor: **INTERNAL** MARYS FAMOUS RES DALLAS

Bank details

Qty	Bank key	Bank account	Acct holder	CR	Bank T	Reference	Details

Bank data... Det. bk detail


Payment transactions

Alternative paper:

IX/2/1/1200 | revsap5 | INS | 10.31

Always enter CTX in the Reference Details field if the vendor will be paid by EFT

Field Name	Description	R/O/C	User Action and Values
Ctry	Bank country key	R	Enter "US"
Bank Key	Key under which bank data in the respective country is stored	R	ABA or bank routing number. Always 9 digits. Select from drop down search –all valid bank keys are pre-loaded into AIMS
Bank Account	The number at the bank under which the account is managed	R	Vendors bank account number
Account Holder	Another name that the payment program can use if the name of the account holder is not the same as the name of the vendor	R	Vendor or account holder name
CK	Indicator as to whether account is a checking or savings account	R	Account type values: 01= checking 02 = savings
BnkT	Key for which business partner's bank the system should use	O	Leave blank
Reference Details	Additional specifications for the bank details of the vendor	R	Always enter "CTX"
CO	Bank Collection authorization indicator.	O	Leave blank
Alternative Payee	The vendor's account number	O	Not used at this time

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

On the screen titled "Create Vendor: Accounting Information Accounting", enter information in the fields as specified in the below table:

Field Name	Description	R/O/C	User Action and Values
Reconciliation account	account which is updated parallel to the subledger account for normal postings	R	Enter valid reconciliation accounts. E.g. valid accounts for MWR are: 201000 - all Trade vendors except tickets for MWR/NFC Cocodes 206000 - All ticket vendors for MWR only.
Sort key	This field determines how the allocation field is populated during document entry. When displaying line items, the line items are sorted initially by the allocation field.	O	Leave blank.
W. tax code	Tax code used to identify that vendor requires subsequent withholding tax form 1099 or W-2G.	O	Valid codes: 03 – Bingo Prizes 07 – Non-employee compensation (contractor payments)
With Tx City	Leave blank		Leave Blank
Recip type	Leave blank		Leave Blank
Exemption Number	Leave blank		Leave Blank
Valid until	Leave Blank		Leave Blank
Exmp authority	Leave Blank		Leave Blank
Prev.acct. no.		O	If you renumber vendor's master record number you can store the previous number here.

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

Retail (MM)

On the screen titled “Create Vendor: Payment Transactions Accounting”, enter information in the optional fields as applicable:

Vendor: **INTERNAL** MARIA POPITA DALLAS

Company code: **1034** MWR NAS JACKSONVILLE

Payment data

Payment terms: Tolerance group:

Chk double inv: ☐

Automatic payment transactions

Payment methods: Payment block: ☐ Free for payment: ☐

Individual print: ☐ Grouping key: ☐

Print meth. supl.: ☐

Invoice verification

Tolerance group: ☐

DV2 (1) (200) * / newsep5 / IN5 / 13:25

Create Vendor: Payment Transactions Accounting


Field Name	Description	R/O/C	User Action and Values
Payment Terms	Key for defining payment terms composed of cash discount percentages and payment periods	O	Use drop down search help for valid payment terms
Tolerance Group	Leave blank		Leave Blank
Payment Methods	different methods by which the vendor can be paid using the automatic payment program	R	Valid types: C = check T = EFT
Individual Pymt	Leave blank		Leave Blank
Payment block	Indicator used to block vendor from being paid	O	If vendor should be blocked select appropriate code from drop down search. Normally select "A".
Grouping Key	Leave blank		Leave Blank
Pmt meth supl	Leave blank		Leave Blank

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

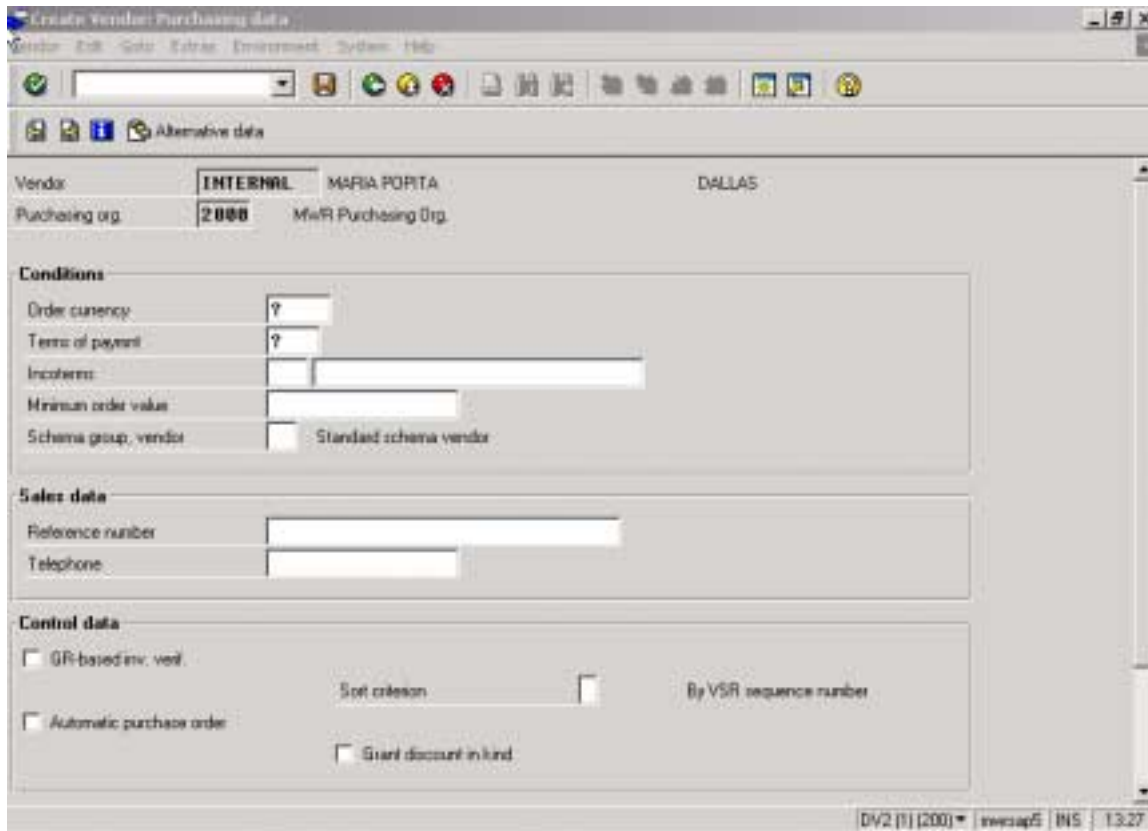
On screen "Create Vendor: Correspondence Accounting." Enter information in the fields as specified below.

Create Vendor: Correspondence Accounting

Field Name	Description	R/O/C	User Action and Values
Acct w/vendor		O	Enter account number with vendor
Clerk at vendor		O	Clerk at vendor office - name
Clerk's fax		O	Vendor accounting clerks fax number
Clerk's internet		O	Vendor accounting clerks internet address
Account memo		O	Internal memo of accounting or special notation

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

On the screen titled “Create Vendor: Purchasing Data”, enter information in the fields as specified in the below table:



Create Vendor: Purchasing Data

Field Name	Description	R/O/C	User Action and Values
Order Currency	Order Currency	R	Enter Currency Code for transactions with this vendor
Terms of Payment	Terms of Payment	R	Enter code for typical Terms of Payment with this vendor. This value must be identical to that selected on the "Payment Transaction Accounting " screen
Incoterms	Incoterms	O	Shipping Terms indicator. Select code and enter destination name/site in second box (FRB – NAS JAX)
Minimum Order Value	Minimum Order Value	O	Leave Blank
Schema group, vendor	Schema group, vendor	O	Leave Blank
Salesperson	Salesperson	O	Enter salesperson
Telephone	Telephone	O	Enter Telephone number
GR-based inv. Verif	Goods receipt based invoice Verification flag	R	Click on
Automatic PO	Automatic PO flag	R	Click on.
Pricing	Pricing node in customer hierarchy	O	Leave Blank
Sort criterion	Sort criteria for deliveries	O	Leave Blank

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens.

On the screen titled “Create Vendor: Partner Functions”, enter information in the fields as specified in the below table:

Vendor: **INTERNAL** MARIA POPITA DALLAS

Purchasing org: **2000** MWR Purchasing Org

Pa Name	Number	Name	DF
VN Vendor	INTERNAL	MARIA POPITA	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>


DV2 (1) (200) | newtrap5 | INS | 13:27

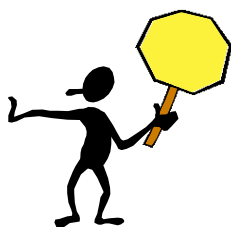
Create Vendor: Partner Functions

Field Name	Description	R/O/C	User Action and Values
Partner Function	Enter Partner Function Code	O	Valid Code: CP = Contact person OA = Order address VN – Vendor (will default in the current vendor name and “internal” for the number) IP = Invoice presented by GS = Goods Supplier

Retail (MM)

Number	Enter valid vendor number	O	Vendor MUST be an existing vendor in SAP.
Name	Name of vendor	C	System default from vendor number
DP	Select / Activate if multiple vendors and desired	O	Table validated / selection - only one selection per partner function

Click the Save icon  to save the vendor master record. A message will appear, giving you the vendor number that has been assigned.



STOP! This completes the procedure for Creating a Vendor Master Record.



Create Employee Vendor Automatically

Creating employee vendors is scheduled to occur once per day as a background job; however, it can be run on-line if the need should arise.

This process reads information from the personnel master record in the HR module to create a vendor master record in the AP module. The following indicates the source of each vendor master data field:

<u>Field</u>	<u>Source</u>
Company Code	Infotype 0001
Name1	Infotype 0002
Search Term	EMPLOYEE (in custom user exit)
Street Address	Infotype 0006 (permanent address)
City	Infotype 0006 (permanent address)
State	Infotype 0006 (permanent address)
ZIP	Infotype 0006 (permanent address)
Country	Infotype 0006 (permanent address)
Language	Infotype 0006
Tax Code 1 (SSN)	Infotype 0002
Bank Routing Number	Infotype 0009 (main bank)
Bank Account Number	Infotype 0009 (main bank)
Account Holder	Infotype 0009 (main bank)
Bank Control Key	Infotype 0009 (main bank)
Bank Reference	Infotype 0009 (main bank)
Reconciliation Account	Template vendor master record
Personnel Number	Infotype 0002
Payment Terms	Template vendor master record
Duplicate Invoice Check Flag	Template vendor master record
Payment Method	Infotype 0009 (main bank)

The program is run automatically with a variant that will create a BDC session named EMPL_VENDOR that will be submitted by a job called ZPRAA_EMPL_VENDOR_MAINT.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > AUTOMATIC EMPLOYEE VENDOR MAINTENANCE

Transaction code **ZPRAA**

Create/Change/Block Vendor Master Records from HR Master Records

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Today	If you select this field, the system date is used as the key date for the person and data selection period.	C	Select this radio button in most cases
Other Key Date	If you select this field, the specified values are used for the person and data selection period.	C	


Personnel Number	Individual personnel number or range of numbers . . .	R	<p>Generally leave this field blank to ensure all employee master records are updated to their corresponding vendor master records</p> <p>Options:</p> <ul style="list-style-type: none"> • Range of personnel numbers Enter the lowest and highest number in the first and second entry fields respectively • All personnel numbers Do not make any entries in the Personnel number field to include all personnel • Value set of personnel numbers If you want to define a value set, select multiple selection. A dialogue box appears in which you can enter individual personnel numbers or a range of personnel numbers
Initial Set-up		C	This radio button should only be selected during the initial load of employee master records when rolling out a new fund in SAP.
Update		C	This radio button should not be selected unless changes have been made to the reference template vendor master record (this should happen only rarely, if ever).
Change Accounting Data to Match HR Data		C	This radio button will be selected most often for ordinary updates to the employee vendor master records from the personnel master records in HR.
Lock		C	This radio button will block the selected employee vendors for posting. This could be used when an employee is terminated to prevent unauthorized postings to the employee's vendor account.

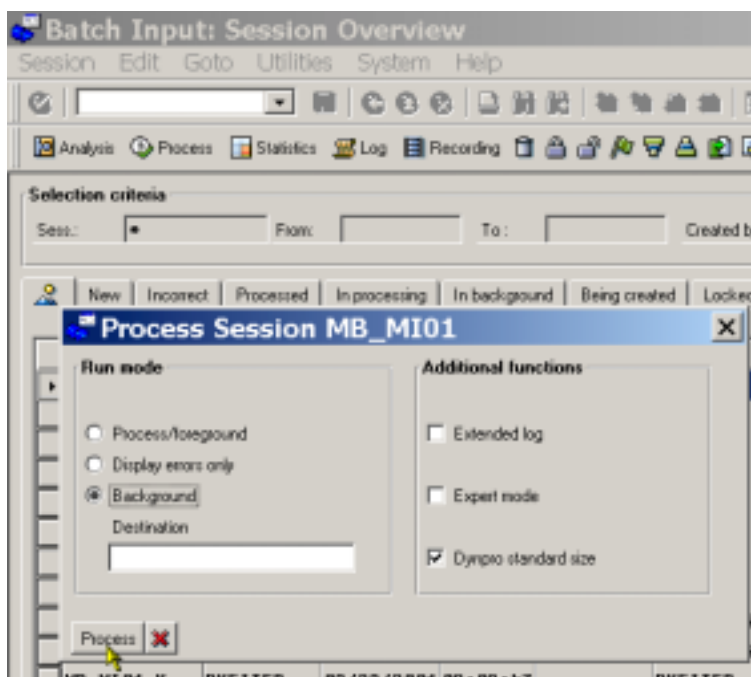
Test Run	Select if doing a test run prior to actual run.	C	Test run recommended but not necessary
Update Run	Select for update run	R	This radio button should always be selected as it will cause the BDC session to be generated.

Select the  icon to continue. A “Create/Change/Block Vendor Master Records Log

Report” will appear. Select  icon to exit from this report.

Access the batch that has just been created using the menu path **System > Services > Batch Input > Sessions** (transaction code **SM35**).

Select the session you created by clicking on it once, then select the  icon.



Always select Background processing! After selecting “background,” select “Process” run the session.



Change A Vendor Master Record Centrally

NOTE: If you determine that the Account Group is incorrect, a new vendor master record **MUST** be created. The old (incorrect) vendor master record should be marked for deletion (as long as no open items are pending) and blocked for posting. If open items exist, notify MWR HQ for assistance in transferring open items to the new (correct) vendor prior to marking for deletion/blocking.

Likewise if a vendor's reconciliation account is determined to be incorrect, the incorrect vendor account must be marked for deletion and blocked for posting. A new vendor master record should be created!

A Vendor Master Request Form has been developed for submitting changed to Vendor Master Records. This form can be faxed or emailed to MWR HQ for changes. This form can be found in this User Handbook.

Logistics→ Retailing→ Purchasing→Purchase Order> Master Data→ Vendor>Edit Vendor>Other Vendors> Display> Central

Transaction Code: **XK02**

On screen “Change Vendor: Initial Screen”, enter information in the fields as specified in the table on the next page.


Change Vendor: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Vendor		R	Enter vendor number
Company code		R	Enter company code
Purch. Organization		R	Enter 2000

Select the appropriate combination of general data, company code data and purchasing organization data processing options (check boxes)




-OR-

Select ALL sections of data (all boxes) using the menu path *Edit → Select all*

(or you may also click the Select All icon )

Click  to continue.

Enter the necessary changes on the “Change Vendor: Address” screen.

Click  to continue or use the Next Screen  and Previous Screen  buttons to toggle through the screens. Fields in “white” can be changed.

Enter the necessary changes on the “Change Vendor: Control Data” screen”.

Enter the necessary changes on the “Change Vendor: Payment Transactions” screen.

Enter the necessary changes on the “Change Vendor: Accounting Info.” screen”.

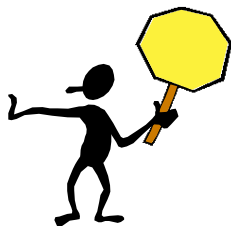
Enter the necessary changes on the “Change Vendor: Payment Transactions” screen”.

Enter the necessary changes on the “Change Vendor: Correspondence” screen”.

Enter the necessary changes on the “Change Vendor: Purchasing Data” screen”. Click on the *Enter* button to go to the next screen.

Enter the necessary changes on the “Change Vendor: Partner Functions screen”.

Click the Save icon  to save the changes that were made to the master record.



STOP! This completes the procedure for Changing a Vendor Master Record.



Display A Vendor Master Record

LOGISTICS→ RETAILING→ PURCHASING→PURCHASE ORDER> MASTER DATA→ VENDOR>EDIT VENDOR>OTHER VENDORS> DISPLAY> CENTRAL

Transaction Code: **XK03**

On the screen titled “Display Vendor: Initial Screen”, enter information in the fields as specified in the table below

-OR-



Click the Select All icon to select all fields.

Field Name	Description	R/O/C	User Action and Values
Vendor	Vendor number	R	Vendor number known or via match code search
Company code		R	Enter Company Code
Purchasing organization		O	Enter 2000
Address	Vendor address screen	O	Select “box” if applicable
Control	Control data screen	O	Select “box” applicable
Payment Transactions	Banking information	O	Select “box” applicable
Accounting info	Accounting information	O	Select “box” if applicable
Payment transactions	Payment information	O	Select “box” if applicable

Correspondence	Dunning and vendor contact information	O	Select "box" if applicable
Purchasing data	Purchasing information	O	Select box if applicable
Partner functions	Vendor partner structure	O	Select box if applicable

Click  to continue.

Use the Next Screen  and Previous Screen  icons to navigate between the screens.

To exit, click the yellow arrow.



STOP! This completes the procedure for Displaying a Vendor Master Record.



Display Changes to Vendor Master Record

Logistics→ Retailing→ Purchasing→Purchase Order> Master Data→
Vendor>Edit Vendor>Other Vendors>Changes

Transaction Code: **XK04**

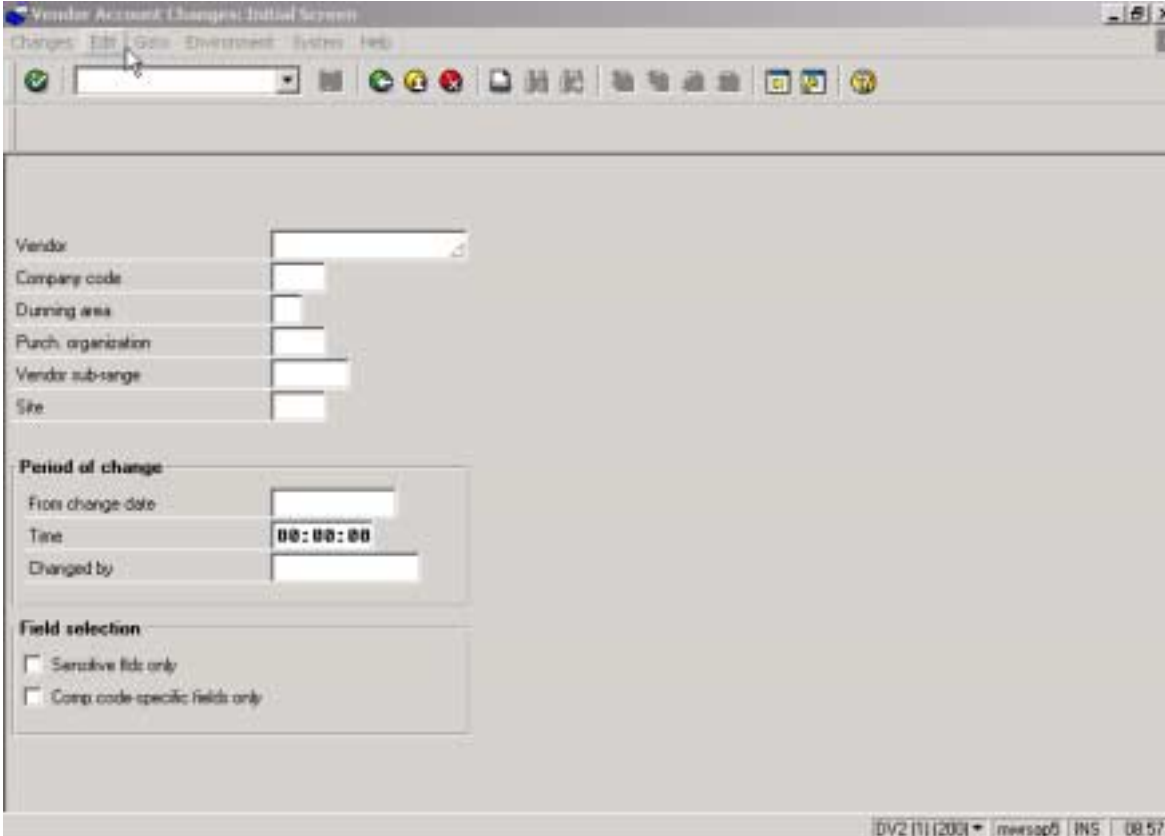
On the screen titled “Vendor Account Changes: Initial Screen”, enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values
Vendor		R	Enter the vendor number or use the dropdown arrow to search.
Company code		R	Enter the Company Code.
Dunning area		O	Leave blank
Purchasing Organization		R	Enter 2000.
Vendor sub-range		O	Leave blank
Site	An organizational unit where either materials are produced and/or stored or goods or services are provided	O	Leave blank
Period of change	<ul style="list-style-type: none"> From change date Time Changed by 	O	Enter date Enter Time Enter User
Field Selection	•	O	Leave Blank.

Click  to continue.

On the screen titled “Vendor Changes: Changed Fields”, view the field changes made to the vendor master record:

Overview: *Overview* displays changed fields in the vendor master record. If you enter the purchasing organization and/or the company code on the initial screen, all purchasing and company code changes are visible. If not, only the general data changes can be viewed.



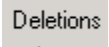
Click on the *All Changes* button  to view additional change information.

On the screen titled “Vendor Changes: Overview”, view the detailed field change information:

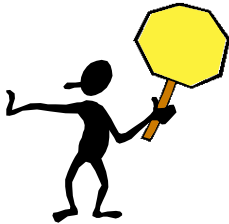
All Changes: The *All Changed* view displays the changed fields, when it was changed, as well as the ‘old’ and ‘new’ value for the field. If there were not changed to the vendor, the system message will note “no changed fields exist”.

Click on the “*Entries*” button  to view additional change information.

Entries: The *Entries* view displays the general views of the vendor master. By double clicking on a view, the date and user who made the change is visible.

Click on the *Deletions* button  to view additional change information.

Deletions: The *Deletions* view displays all deleted information from a vendor master record such as bank details or partner function. If none, system message will note: “no deleted objects exist”.



STOP! This completes the procedure for Displaying Changes to a Vendor Master Record.



Block Vendor Centrally

Accounting → Financial Accounting → Accounts Payable → Master Records → Maintain Centrally → Block/Unblock

OR

Logistics> Retailing>Purchasing>Purchase Order>Master Data>Vendor>Edit

Transaction Code: **XK05**

On the screen titled “Block / Unblock Vendor: Initial Screen”, enter information in the fields as specified in the table below:

Vendor	4000000001	LUCA PIZZA
Company code	1287	MWFI COMNAVREG. N.W.
Purch. organization		



Retail (MM)

Field Name	Description	R/O/C	User Action and Values
Vendor	Vendor number	R	Enter the Vendor number to be blocked or use the dropdown arrow to search.
Company Code	Company Code	R/O	If you enter a value in this field, the next screen will allow you to block entries for this company code or all company codes. However, if you leave this field blank, you will only be able block ALL company codes.
Purchasing Organization	Purchasing Organization identifier	R	Enter 2000


On the screen titled “Block / Unblock Vendor: Details Screen”, enter information in the fields as specified in the table below:

The screenshot shows the 'Block/Unblock Vendor: Details' screen. The Vendor field is populated with '4000000061' and the Company code with '1287'. The Purchasing Organization field is populated with '2000'. The screen also displays checkboxes for 'Posting block' (All company codes, Selected co. code), 'Purchasing block' (All purchasing organizations), and 'Block for quality reasons'.

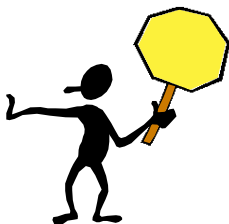
Field Name	Description	R/O/C	User Action and Values
All Company codes	Indicator specifying whether posting is allowed for this vendor master record for all company codes.	O	Check the box if the vendor master record is to be blocked from posting for all company codes.
Selected Co. Code	Indicates the vendor is blocked for posting in the specified company code.	O	Check the box if the vendor master record is to be blocked from posting for only specified company code.
All Purchasing Organization	Indicator, specifying whether purchasing order processing is blocked for this vendor master record for all purchasing organizations.	O	Check the box if the vendor master record is to be blocked from order processing for all purchasing organizations.
Selected Purchasing Org	Indicator specifying that only the identified purchasing org will be affected.		Only one purchasing organization is use by MWR/VQ and NFC
Block for quality reasons	Reasons for blocking this vendor master record from purchasing order processing.	O	Leave blank.

To display or view the vendor master record, place the cursor on the vendor number then, click on the details  button. To return the “Block/Unblock” functions, simply hit the back arrow .

Make the appropriate selections.

To save all the changes, click on the Save icon .

NOTE: A vendor account block may be cancelled at any time. To do this, simply remove the relevant indicator/checks then click “Save” to save the changes.



STOP! This completes the procedure for Blocking a Vendor.



Flag a Vendor for Deletion

Logistics → Retailing > Purchasing > Purchase Order > Master Data → Vendor data → Edit Vendor > Other Vendor → Flag for Deletion

Transaction Code: **XK06**

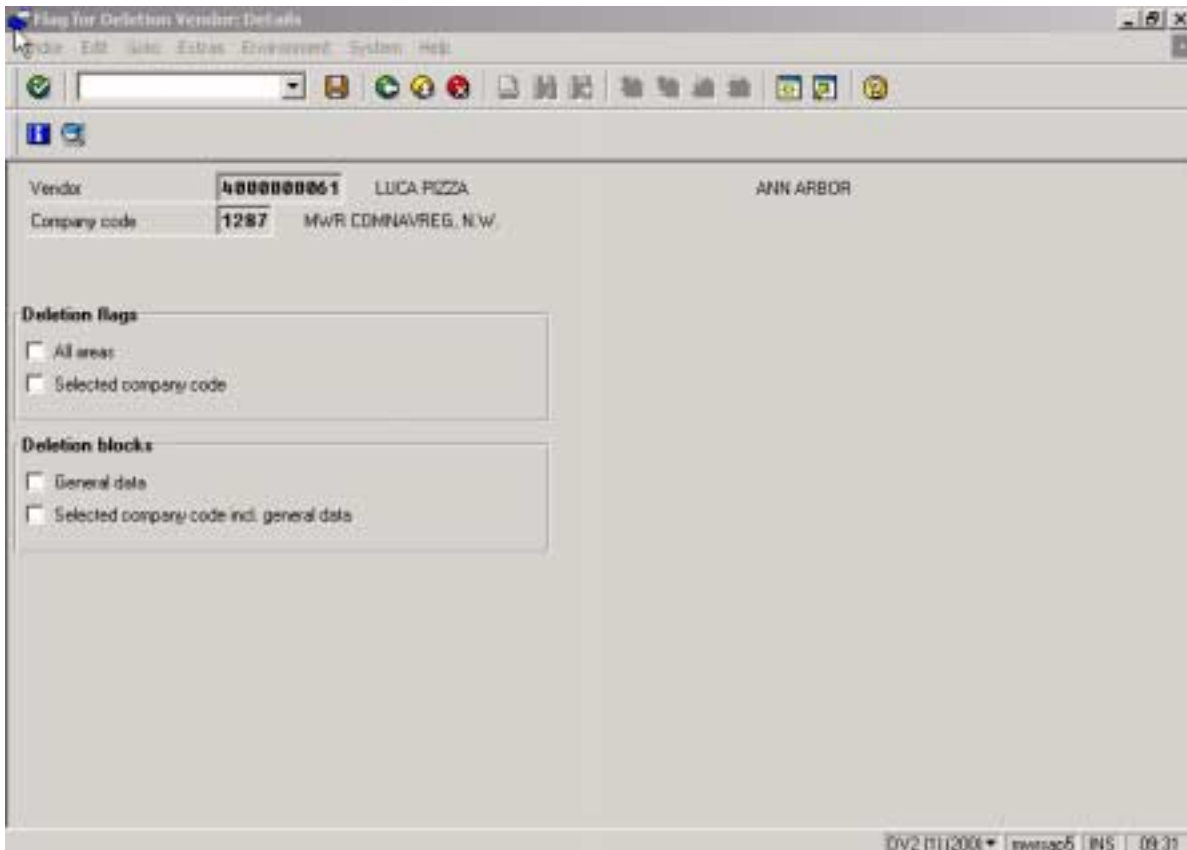
On the screen titled “Flag for Deletion Vendor: Initial Screen”, enter information in the fields as specified in the table below:

Flag for Deletion Vendor: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Vendor	Vendor number	R	Enter the Vendor number to be flagged for deletion.
Company Code	Company Code	O	If you enter a value in this field, the next screen will allow you to delete entries for the specified company code. However, if you leave this field blank, you will flag the vendor deletion in ALL company codes.
Purchasing Organization	Purchasing Organization identifier	O	Enter 2000.

Click  to continue.

On screen titled “Flag for Deletion Vendor: Details Screen”, enter information in the fields as specified in the table below:



Flag for Deletion Vendor: Details

Vendor: 4000000001 LUCA PIZZA ANN ARBOR

Company code: 1287 MWR COMNAVREG, N.W.

Deletion flags

☐ All areas

☐ Selected company code


Deletion blocks

☐ General data

☐ Selected company code incl. general data

DV2 (1) (200) * mwrsp5 INS 09:31

Field Name	Description	R/O/C	User Action and Values
Deletion Flags			
All Areas	Indicates that all data in this master record is to be deleted. To delete this data, you have to run the archiving program for Accounts Payable. This program will archive all master records marked for deletion provided that there is no dependent data in them.	O	Deletion flags can also be used in the program for deleting master data. You should, however, run this program only to delete test data prior to production startup.
Selected Company codes	Indicates that the company code data in this master record is to be deleted. To delete this data, you have to run the archiving program for Accounts Payable. This program will archive all master records marked for deletion provided that there is no dependent data in them.	O	This deletion flag cannot be used in the program that deletes master data. You should, however, run this program only to delete test data prior to production startup.
Selected Purchasing Organization	Indicator specifying whether or not the vendor master record is earmarked for deletion.	O	
Deletion Blocks			
General Data	This indicator specifies that the general data in the master record may not be deleted.	O	This blocking flag indicates that the vendor master record may not be deleted.
Selected Company code including general data	This indicator specifies that the company code-specific data in the master record may not be deleted. If this indicator is set, the accompanying general data cannot be deleted either.	O	This blocking flag indicates that the vendor master record may not be deleted within the selected company code.

To display/view the vendor master record, place the cursor on the vendor number then, click on the details  button.

To return to the mark for deletion process hit the back arrow

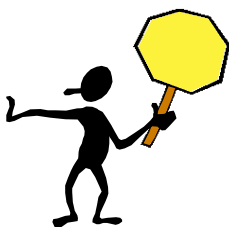


Make the appropriate selections.

To save all the changes, click on the Save icon



NOTE: A vendor account flag for deletion may be cancelled at any time. To do this, simply remove the relevant indicator/checks then click the Save icon to save the changes.



STOP! This completes the procedure for Flagging A Vendor for Deletion.

